



# **ANZSCC**

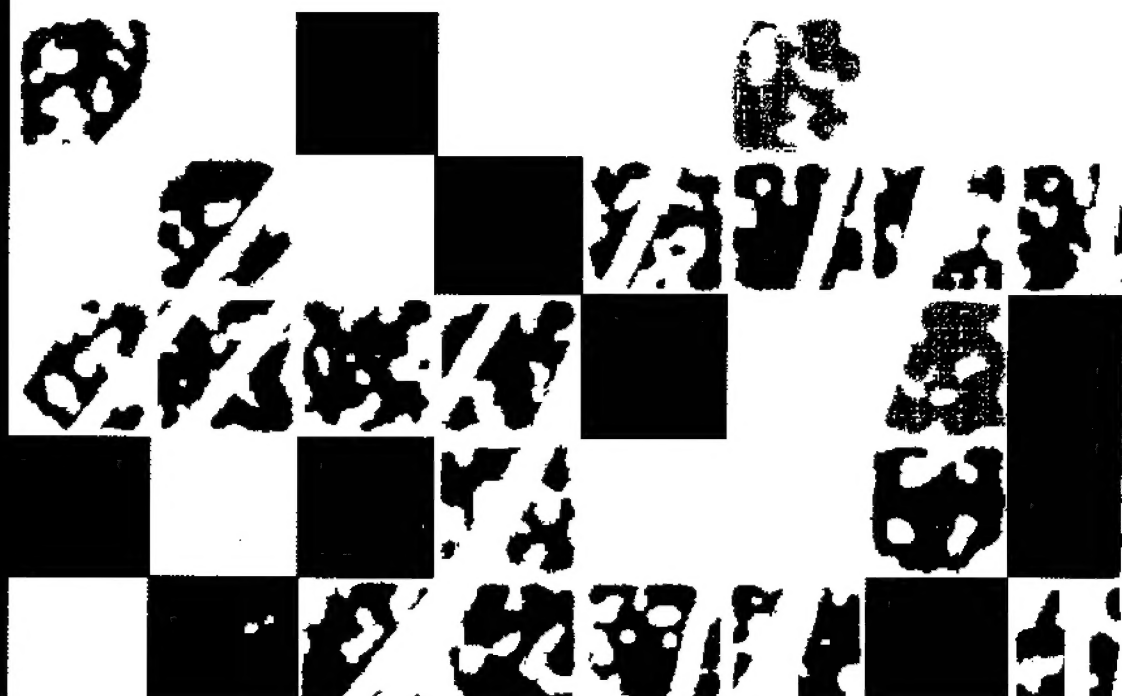
## **Australian and New Zealand Standard Commodity Classification**



# **Coder Manual**

**VERSION 1.0**

**Australian Catalogue No. 1254.0.15.002  
New Zealand Catalogue No. 19.077.0000**





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**AUSTRALIAN AND NEW ZEALAND  
STANDARD COMMODITY  
CLASSIFICATION  
(ANZSCC)**

**CODER MANUAL**  
VERSION 1.0

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ABS Catalogue No. 1254.0.15.002

Statistics New Zealand  
SNZ Catalogue No. 19.077.0000



## **PREFACE**

The Australian and New Zealand Standard Commodity Classification (ANZSCC)<sup>1</sup> has been produced by the Australian Bureau of Statistics (ABS) and Statistics New Zealand (SNZ) for use in the collection and publication of statistics in both countries. This follows other joint developments in Statistical standards such as the Australian New Zealand Standard Industrial Classification (ANZSIC)<sup>2</sup>.

The ANZSCC Coder is a computer assisted coder designed to assist clients to code commodities to the appropriate ANZSCC category.

The coder comprises the software and data files necessary for use with the WINDOWS operating system; it includes an in-built 'Help' facility.

The ANZSCC Coder will be periodically updated to include new commodities and new index entries for existing commodities.

Clients having a need for a more detailed level of classification than that provided by the standard classification and coder are encouraged to discuss their requirements with the ABS or SNZ.

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July 1997

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### **Footnote**

1. ABS Catalogue No. 1254.0, 1990, SNZ Catalogue No. 19.904.0095, 1990
2. ABS Catalogue No. 1292.0, 1993, SNZ Catalogue No. 19.005.0092, 1993



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## **Chapter 1: The ANZSCC Coder package**

### **1.1 Introduction**

1. The ANZSCC Coder is a computer based coding program designed to assist clients to code commodities to the appropriate category of the Australian and New Zealand Standard Commodity Classification (ANZSCC) (*ABS Catalogue No. 1254.0, SNZ Catalogue No. 19.904.0095*).
2. The coder comprises the software and data files necessary for operation in the WINDOWS environment. It has in-built 'Help' facility to supplement this manual.

### **1.2 The Package**

1. The package as supplied should comprise:
  - a) The ANZSCC Coder manual, which is the primary source of information for installation and operation of the ANZSCC Coder;
  - b) One (1) disk containing the ANZSCC Coder and the files necessary for its installation;
  - c) A 'site-licence' agreement (unless this has already been forwarded separately); and
  - d) A reply paid client registration brochure listing the basic range of ANZSCC products.
2. If any of the above items are not included as part of this package please contact either:

Classification Section,  
Australian Bureau of Statistics (ABS)  
Tel (02) 6252 7469 or Fax (02) 6252 7788,

Statistics New Zealand (SNZ)  
Tel 0-3-3748700 or Fax 0-3-3748864

Postal addresses:

Australian Bureau of Statistics (ABS)  
Classification Section,  
PO Box 10  
Belconnen ACT 2616

Statistics New Zealand  
Private Bag 4741  
Christchurch  
New Zealand

**PLEASE READ CHAPTER TWO OF THIS MANUAL CAREFULLY  
BEFORE ATTEMPTING TO INSTALL THE ANZSCC CODER**

## Chapter 2: Installing the ANZSCC Coder

### 2.1. Pre Installation Check

1. The ANZSCC Coder can be loaded to either a stand-alone computer or to a Local Area Network (LAN). It has been designed to run in the Windows environment and requires Microsoft Windows 3.1 or later. It will also run under Windows 95.
2. The Coder programs are supplied on a standard 1.44 Megabyte, IBM compatible, formatted 3.5 inch disk.
3. The Coder requires approximately 4 Megabytes of disk space once loaded, so ensure that at least that much space is free on the destination drive.
4. The Coder installs from within Microsoft Windows. This needs to be running on the machine to which the ANZSCC Coder is to be loaded.
5. The installation program allows the user to specify the drive and directory to which the software will be loaded. To alter the default destination drive and directory, **C:\ABSCAC**, see 2.2 Installation Procedure, below.
6. It is strongly recommended that you exit all programs except Windows before attempting to load the Coder.
7. Using '**File Manager**' in WINDOWS 3.1, or '**Explorer**' in WINDOWS 95, check that the following files are on the disk supplied:

_16inst16.ex_	anzscc.z
_isdcl.exe	setup.exe
_setup.dll	setup.ins
_setup.lib	winscm.z

### 2.2 Installation Procedure

1. Ensure the Installation disk is inserted into the floppy drive.
2. Note: Up to the last step you can abort the installation program by pressing the Escape key [**Esc**]. If you do decide to abort, see **Section 2.3 Aborting the Installation Process** for further instructions.

#### **Windows 3.1 Installation:**

3. Select **Run** from the File menu of the Program Manager and enter  
*drive:\setup.exe*  
where *drive* is the letter representing the floppy drive.



**Now go to step 8.**

### Windows 95 Installation:


4. Double click the **'My Computer'** icon, then the **'Control Panel'** icon:

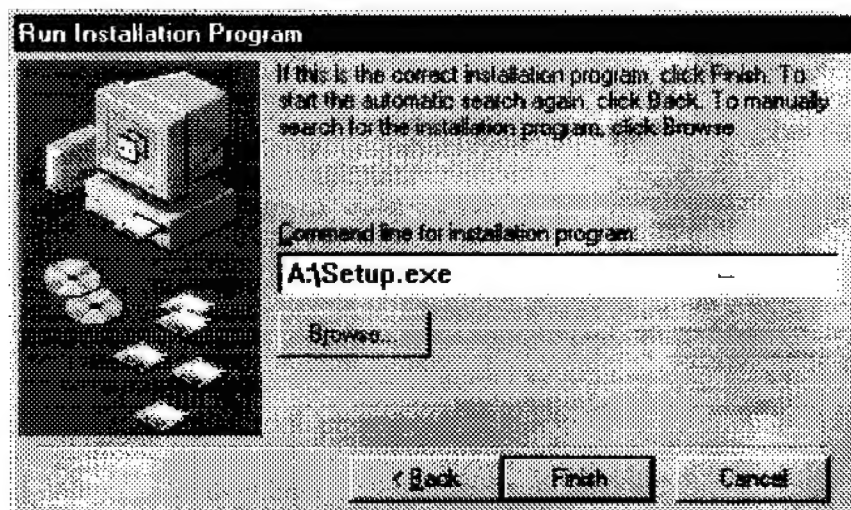


5. Double click the **'Add/Remove Programs'** icon:

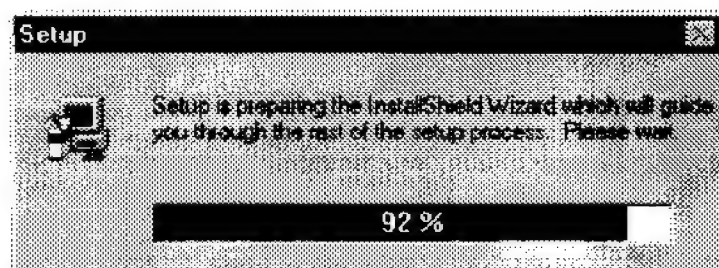


to open the **Add/Remove Programs Properties** screen.

6. To install the ANZSCC Coder, click on the Install button,  and follow the instructions. The install program is called **Setup.exe** and will probably be in the **A:\** drive.

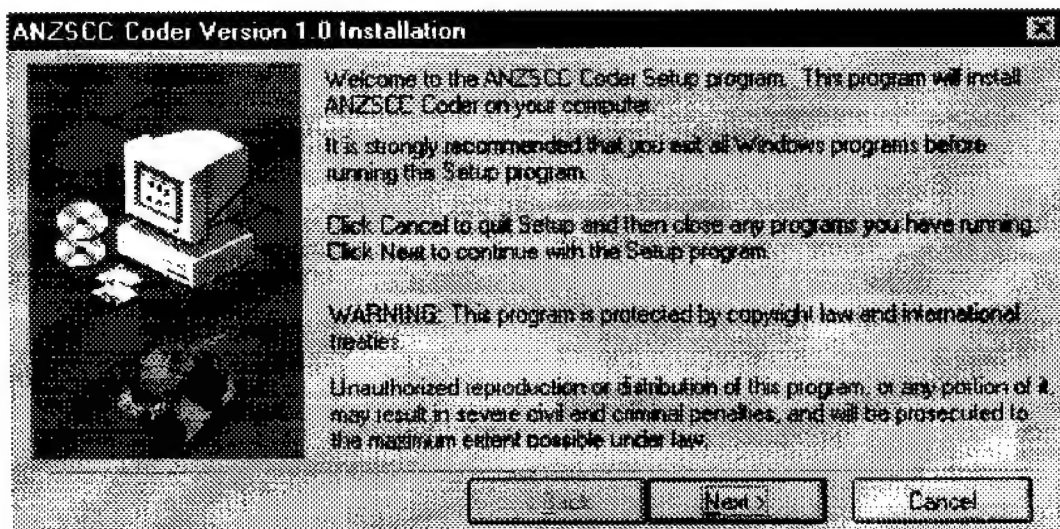


7. Click on the **Finish** button and the coder will now start to install.
8. The first screen to appear is as follows:



9. This screen simply provides a graphic display of the preparation stage. No user intervention is required.

10. Once the setup screen has reached 100%, the following screen will appear:

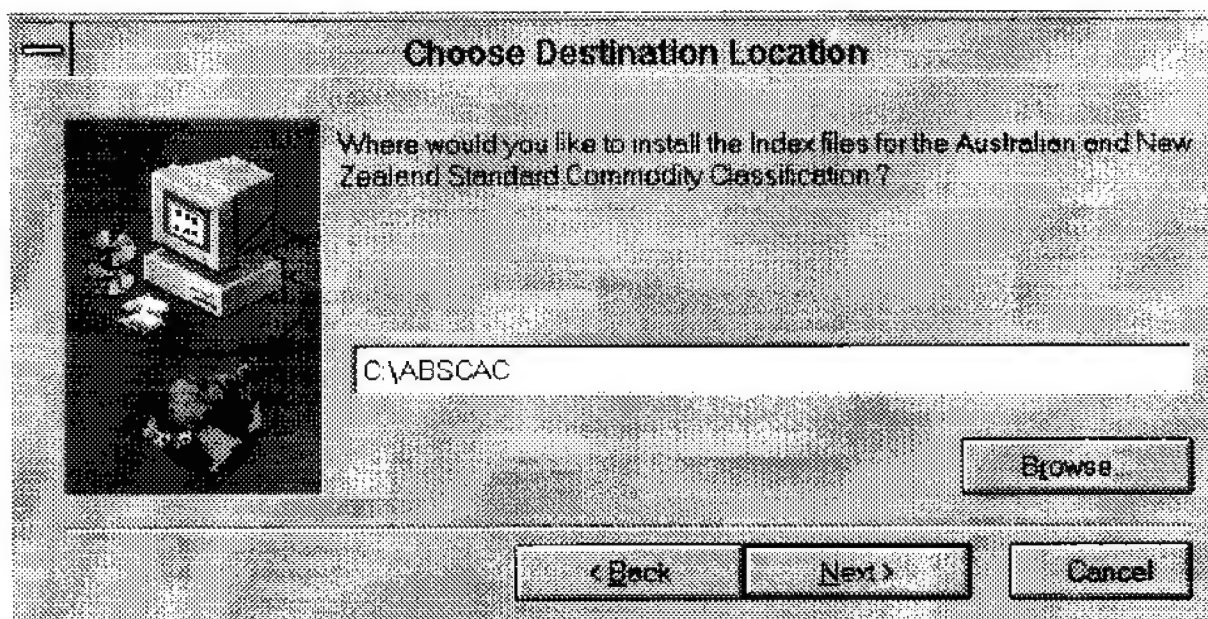


11. This screen verifies you want to load the Coder. Click **Next** to continue.



To abort, click Cancel or press the [Esc] key and go to Section 2.3

12. The next screen allows you to change the default drive and directory to which the **Coder Index** files will be installed. If you do **NOT** want to install to **C:\ABSCAC**, simply overwrite with your preferred alternative. If you are not sure of the directory name, click on the **Browse** button and follow the screens to locate it.



13. When you have the correct drive and directory names for the **Coder Index** files in the **Choose Destination Location** screen, click on the **Next** button.

14. The Installation program will now prompt you for the location for the **Coder Software** files. Again this can be changed by overtyping **C:\ABSCAC** with your preferred alternative, or browsing to locate it.

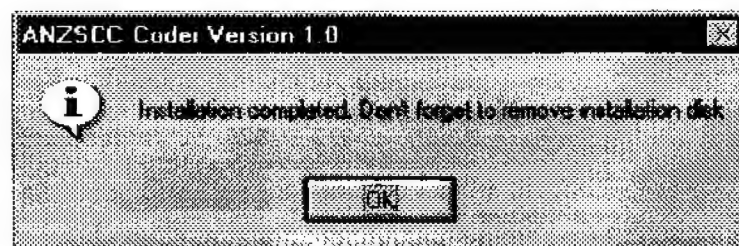
**Note:** It is strongly recommended that both the **Coder Index** files and the **Coder Software** files are located in the same directory. Users with several ABS coders, however, may choose to store the **Coder Software** files once and store each set of **Coder Index** files in a separate sub directory. The hard drive space saving is minimal.

15. When you have the correct drive and directory names in the **Choose Destination Location** screen for the **Coder Software** files, click on the **Next** button.

16. The final user selection screen, the **ANZSCC Coder Folder Location**, now appears. This tells the Installation program where to set up icons for the Coder on your Windows desktop (i.e. Windows 95 Folder or Windows 3.1 Program Group). If you want them added to a Folder or Program Group other than the default **ABS Coder**, simply select from the pick list or overtype with your alternative. Click on the **Next** button to proceed.

17. The installation program now installs all the Coder files to the designated drives and directories and displays a standard screen to show its progress. You may still select 'Cancel' or use the **[Esc]** key to stop the installation process. Otherwise, simply wait until installation is complete.

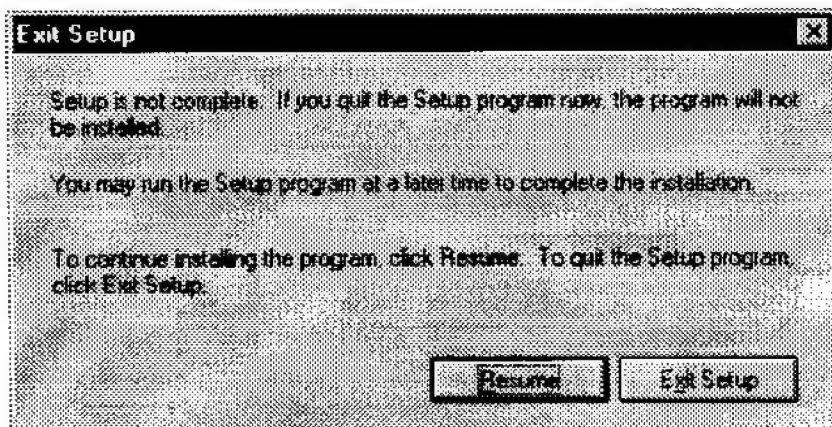
18. Upon completion of the installation, the following screen appears:



19. Press the **OK** button to complete the installation.

## 2.3 Aborting the Installation Process

1. The installation can be discontinued at any stage by clicking on the **Cancel** button of any screen, or using the Escape key **[Esc]**. The following screen appears asking you to confirm your wish to abort the installation process:



2. Choose the appropriate button.



## Chapter 3: About the ANZSCC

### 3.1 Introduction

1. The *Australian and New Zealand Standard Commodity Classification* (ABS Catalogue No. 1254.0, SNZ Catalogue No. 19.904.0095) is used in both Australia and New Zealand as the standard for the collection and presentation of commodity statistics. It replaces the Australian Standard Commodity Classification (Revised) – Transportable Goods (ASCC), which was in use, in various forms, for many years.
2. Whereas the Australian and New Zealand Standard Industrial Classification (ANZSIC) classifies businesses to industries according to their predominant activity, the ANZSCC classifies goods and services (i.e. commodities) which are the outputs of industries.
3. The ANZSCC follows the structure of the Central Product Classification (CPC) – the United Nations standard multipurpose commodity classification covering all goods and services.

### 3.2 The Classification Structure

1. The first three levels of the ANZSCC represent the **Section**, **Division** and **Group** level of the CPC international standard (with a few minor exceptions). Lower levels of the classification reflect Australian and New Zealand classification requirements. These levels are generically referred to as items and can be five, seven or nine digits, depending upon the level of detail required to uniquely identify a commodity. Thus, for example, *Steam and hot water* is simply classified to code 173.00 whereas *Delicious apples* can be classified to *Pome fruit, apples, fresh, "Golden"* (013.15.01.16), *"Ordinary"* (013.15.01.17) or *"Red"* (013.15.01.18). Care must therefore be taken when coding to ensure the most detailed suitable level of classification is identified.

*Example 1: Extract for Steam and hot water*

Level	ANZSCC code	Description
Section	1	ORES AND MINERALS; ELECTRICITY, GAS AND WATER
Division	17	ELECTRICITY, TOWN GAS, STEAM AND HOT WATER
Group	173	Steam and hot water
ANZSCC Item	173.00	— Steam and hot water

*Example 2: Extract for Delicious apples*

Level	ANZSCC code	Description
<b>Section</b>	<b>0</b>	<b>AGRICULTURE, FORESTRY AND FISHERY PRODUCTS</b>
<b>Division</b>	<b>01</b>	<b>PRODUCTS OF AGRICULTURE, HORTICULTURE AND MARKET GARDENING</b>
<b>Group</b>	<b>013</b>	<b>Fruit and nuts</b>
	013.15	— Pome fruit, fresh
	013.15.01	--- Apples, fresh
ANZSCC Item	013.15.01.16	---- Delicious — Golden
ANZSCC Item	013.15.01.17	---- Delicious — Ordinary
ANZSCC Item	013.15.01.18	---- Delicious — Red

2. It is not intended that the ANZSCC remain static at its detailed level. New categories will be added as needs arise. The most detailed categories of the ANZSCC (five, seven or nine digit) are determined by a combination of factors. Primary among these factors are user requirements, however these are balanced against data availability, collection cost (to both data providers and the statistical agencies) and confidentiality. All commodity item codes are, of course, subject to the requirement that they align with, at least, the Group (three digit) level of the CPC.

3. The structure of the ANZSCC Classification is reflected in the construction and presentation of the ANZSCC Coder.

### 3.3 About the ANZSCC Coder

1. The ANZSCC Coder is a micro-computer based look-up tool that operates in the WINDOWS environment. The software enables users to enter all or part of a word, or a group of words, relating to a commodity description. It then returns a list of one or more commodity descriptions to which that description may be applicable. Selection of a particular description will activate the next screen, with the ANZSCC category to which the selected description relates highlighted. Selection of any ANZSCC categories displayed in this screen results in the category code and full description being displayed, along with the codes and descriptions for all higher levels of the hierarchy relevant to the selected ANZSCC category.

2. The index incorporated in the ANZSCC Coder is drawn from an enhanced version of the ANZSCC Alphabetic Coding Index and the structured ANZSCC classification itself. The Coder therefore searches all the text, at all levels of the classification, plus additional index entries. This index will be reviewed from time to time. Registered users of the ANZSCC coder package will be notified, at the contact address shown on the registration form, of updates as they become available.

3. If a commodity is not specified in the ANZSCC Coder, advice may be sought from the ABS or SNZ (see page 3 for relevant contact details). Inquiries of this nature are welcomed as they are a primary source of future updates. However, particularly in the case of complex queries, Australian Federal Government policy is that a charge may be levied for the cost incurred to research and advise on specific cases.



4. Clients having a need for a more detailed level of classification than that provided by the standard coder are encouraged to discuss the advantages of having the ABS build an index tailored to their specific needs.
5. For detailed instructions on commodity searching in the ANZSCC Coder see **Chapter 4: Using The ANZSCC Coder**.

### **3.4 The Help Facility**

1. The ANZSCC Coder includes an in-built 'HELP' facility to compliment the information provided in this manual. Help options can be displayed by selecting **Help** at the top of the ANZSCC Coder screen, which results in the full menu being displayed, or by pressing the <F1> key which results in context-sensitive help being displayed.
2. The 'HELP' currently available provides information on the ANZSCC Coder. It is, however, only partially context-sensitive (i.e. it is capable of recognising the general position of the user within the ANZSCC Coder environment, but is not highly sensitive to the user's specific needs). For full details on which features are incorporated in the current 'HELP', see **Appendix 2: Menu Commands**.
3. A tutorial on commodity coding is included in this Manual (Appendix 1: ANZSCC Coding Tutorial). A tutorial is not included as part of the software of the ANZSCC Coder. If clients believe their staff would benefit from a full training session on the use of the coder, they are invited to contact the Director, Classification Section, at the address shown on page 3, who will be happy to discuss available options and their costs.

## Chapter 4: Using The ANZSCC Coder

### 4.1 Introduction

#### *The Coder Screens*

1. In its 'standard' form the ANZSCC Coder takes the user through three basic screen types.
  - The **[Commodity Search]** screen is presented when the coder is first activated and is the screen in which a new search is initiated. In this screen the user enters their initial keyword(s). The screen then displays the results of that initial keyword search. It allows the user to further refine the search based on matches against the Classification and associated indexes.
  - The **[Classification Hierarchy]** screen displays the ANZSCC code and description for the commodity selected. Expansion symbols are included to indicate whether further levels of detail exist. This allows the user access to the more detailed ANZSCC codes required to progressively refine their choices until they correctly and uniquely classify a commodity.
  - The **[Classification Item Description]** screen displays the ANZSCC selected from the previous screen, along with associated higher levels of the hierarchy, according to the level at which you selected your search item. This presentation is particularly important in that it allows detailed items to be read in context. The upper levels of the hierarchy often provide valuable information about the scope of the detailed item.
2. These screens are dealt with in greater detail in subsequent pages.
3. The tutorial at Appendix 1 contains examples of typical usage of the coder.

#### **Abbreviations and other usages**

##### *Abbreviations used in the ANZSCC Coder:*

n.e.c. — "not elsewhere classified"

##### *Expansion symbols in the hierarchy tree have the following meanings:*

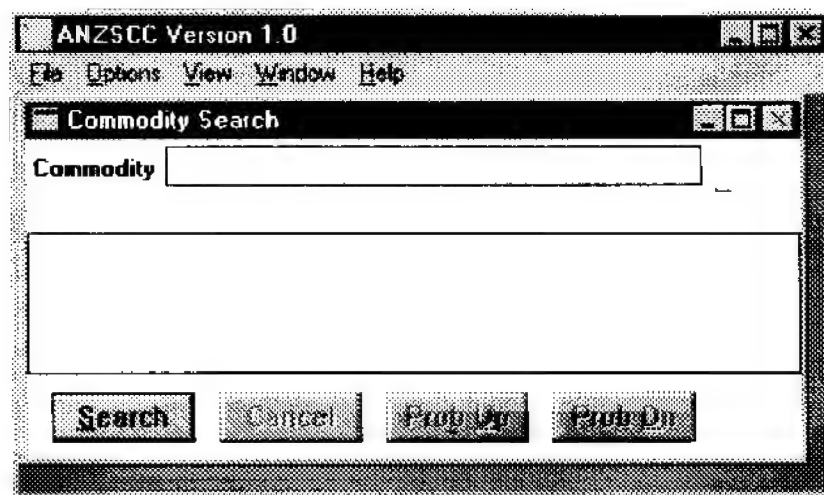
- ☐ — further detail available — not expanded, click on the plus symbol to further expand that item.
- ☐ — further detail available — already expanded, click on the minus symbol to minimise that item.
- ☐ — finest level of detail available for that commodity.

### *Coder display of ANZSCC codes:*

Due to system limitations, all codes are displayed as 9 digit numbers, zero filled to the right and with the dot point separators suppressed. For example, **389.22.05** displays as **389220500** in the coder window.

## **4.2 Opening the ANZSCC Coder**

1. It is assumed you have already loaded the ANZSCC Coder as per the instructions in Chapter 2. To open the ANZSCC Coder, select the Program Manager Group or WINDOWS 95 Start Menu Folder you specified at the "ANZSCC Coder Folder Location" screen and double click on the ANZSCC Coder icon. This brings up the screen in which you start a new search.



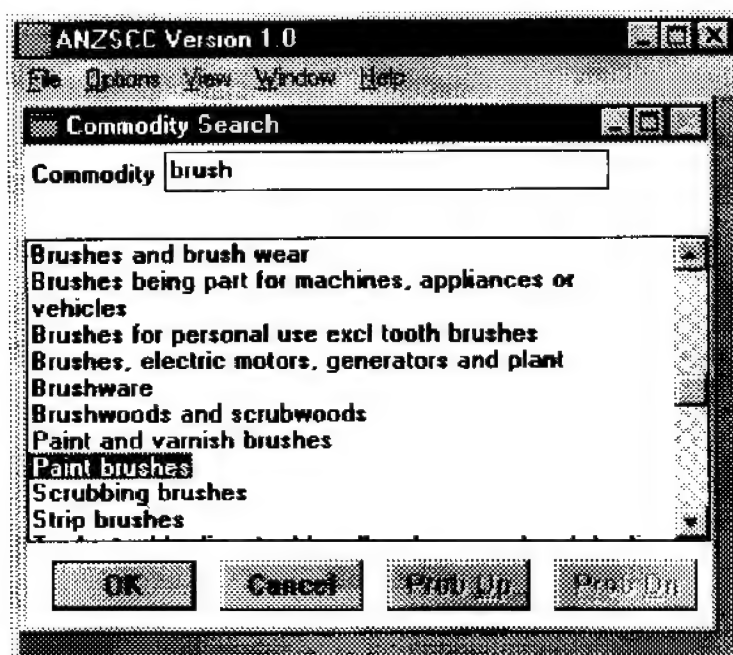
2. This screen is actually two separate windows, the background window, **ANZSCC Version 1.0**, and the **Commodity Search** window. Both these windows are user sizeable and will display standard horizontal and vertical scroll bars if their current size exceeds the available display space. Both windows can be maximised if the user desires. (For more information, refer to your standard Windows system Help.)

3. Searches can be conducted by entering either full or part descriptions of desired commodities as described below.

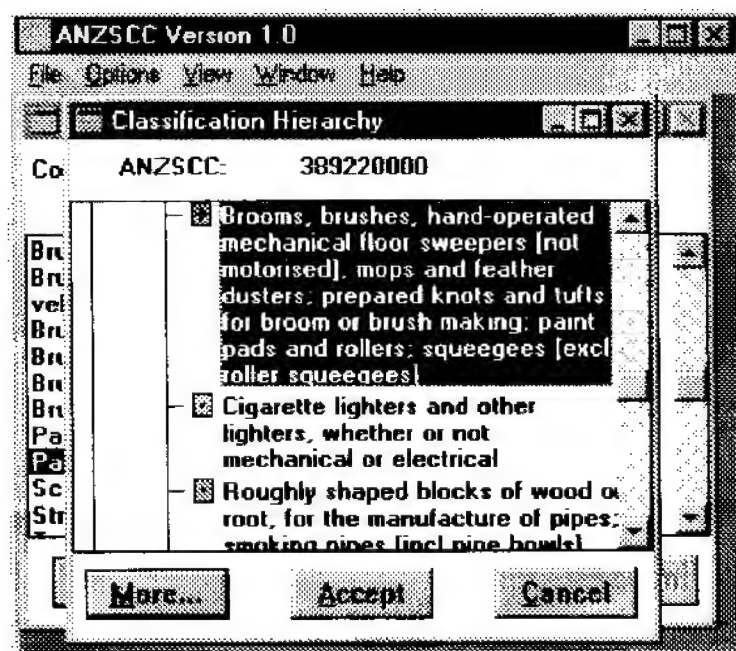
4. At any time, as you progress through a search, pressing the **[Esc]** key or clicking on the Cancel button, **Cancel**, will close the current screen and take you back to the previous screen. This will allow you to examine a different item on that earlier screen if you are not satisfied with the results of your last choice.


### 4.3 Searching by Description

1. The first step is to enter a 'string' of characters in the Commodity field. For example, to determine the ANZSCC code for "paint brushes", the following procedures may be used.
2. Type the word **brush** in the **Commodity** box then press the <Enter>key or click the **[Search]** button at the bottom of the screen. The Coder will search the index files and display the results of that search.



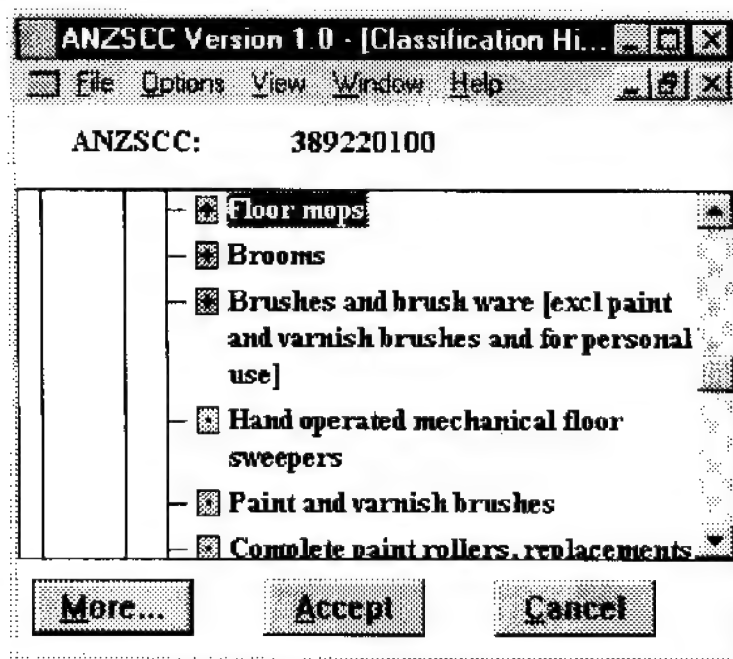
3. You can scroll up or down this screen if the number of Commodity entries displayed by the ANZSCC Coder fills more than one screen (as in this case).
4. To select the coder entry best describing your commodity (in this case **Paint brushes**), highlight your selection and either press the <Enter> key or click on the **[OK]** button at the bottom. This will bring up the next screen which displays the item code (shown against the tag **ANZSCC:** ) and the description for the item selected in the previous screen. Generally the description will be at the top of the screen and highlighted. You should always read the entire description and re-assure yourself it is relevant to the commodity you are classifying.



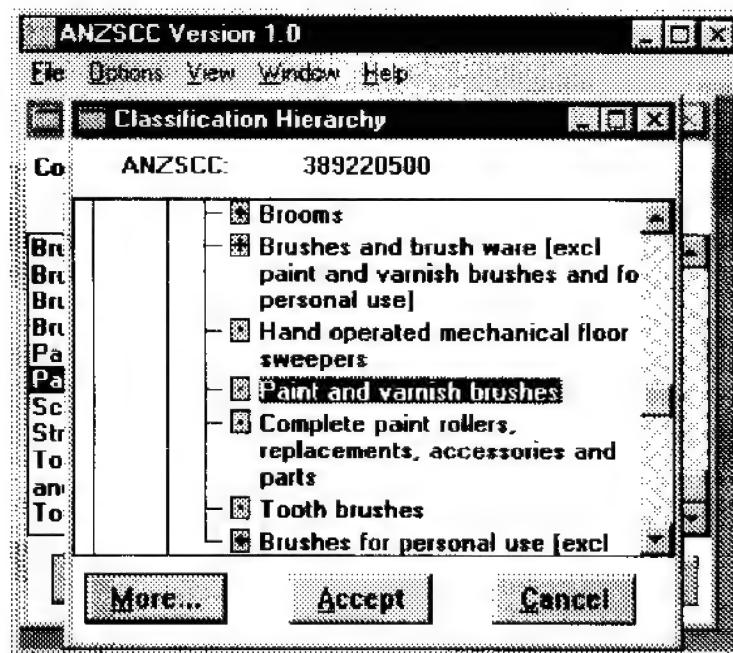
5. The plus symbol, , indicates that a further level (or levels) of detail exist(s) (i.e. the item is broken down into even lower level items). Double clicking on the plus symbol expands the next level of the hierarchy. Note that the coder is designed to return entries at this level where more than one coding option is possible within the level selected. In this case there are a number of ANZSCC items below the selected level containing the word "brush".



6. Having expanded the level displayed, examine all the options and select the most appropriate description. Again, this may involve scrolling down to view all the options. Depending upon the current size of your Coder window, the correct item may or may not be highlighted in the new window. On the larger windows, the selection expanded remains highlighted. On the smaller windows, the first item within the expanded level is highlighted.

7. For our 'brush' examples, "Floor mops" appears at the top of the next window, and the entry for **'paint and varnish brushes'** is contained further down in the window. There will be instances, however, where the description you have just expanded is still highlighted and/or you will have to scroll down to locate the appropriate entry.

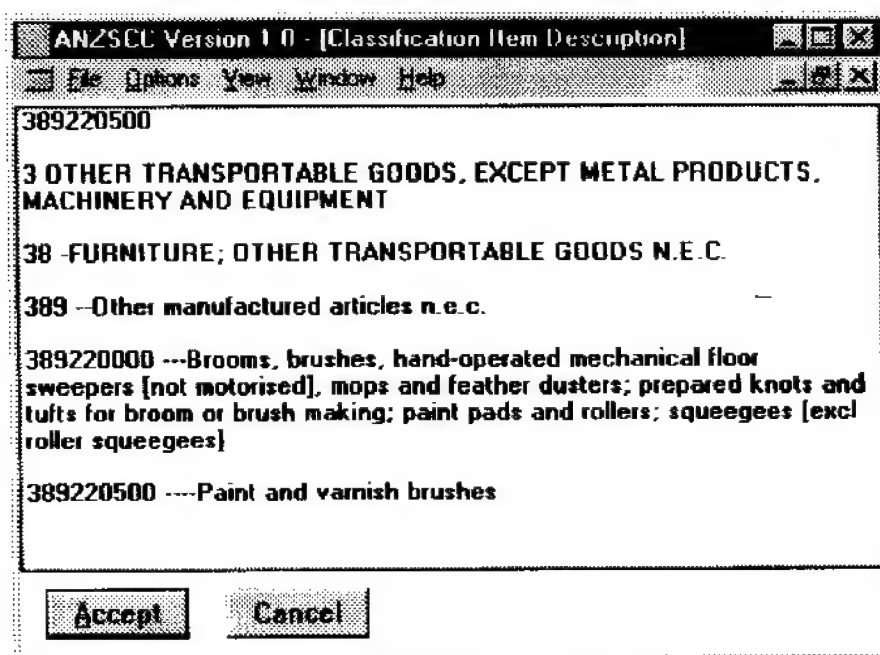


8. Clicking once on the desired entry, ie **Paint and varnish brushes**, to highlight it, brings up the relevant ANZSCC code as shown in the screen below.




9. The **Classification Item Description** screen can be accessed at any time by clicking the **More** button , having selected any ANZSCC description from the **Classification Hierarchy** screen. Where the description selected has a stop symbol, , beside the entry, double clicking on the entry will also activate this screen.

10. The **Classification Item Description Screen** displays a summary of the ANZSCC structure for descriptions, as illustrated by the following example of for **Paint and varnish brushes**:



11. This screen displays the item you have selected along with all associated higher levels of the hierarchy. This presentation is particularly important in that it allows detailed items to be read in context. The upper levels of the hierarchy often provide valuable information about the scope of the detailed item.

12. If no further information or verification of the ANZSCC code is required, click on the **Accept** button, , at the bottom of the screen. This will return you to the **Commodity Search** screen. If this was your last search in this session, you can exit the ANZSCC Coder program in the normal manner for your Windows system.

13. If you think a different commodity item on one of the earlier screens in the current search may have been more relevant, the Coder still retains that screen without you having to redo the entire search. Pressing the **[Esc]** key or clicking on the Cancel button, **Cancel**, will close the current screen and take you back to the previous screen.

#### 4.4 No Match is Found

1. There may be instances when the ANZSCC Coder is not able to find a match for the 'string' of characters entered. If this occurs the following screen appears:



2. If no match is found:
- check that the spelling of the entry is correct
  - try alternative spellings
  - try using either fewer characters (e.g. change plural to singular)
  - try using a synonym or a generic term
  - try a commodity that you think is similar.



## **Appendix 1 – ANZSCC Coding Tutorial**

### **1. Commodity Classification and the ANZSCC**

1. The ANZSCC presents commodity categories for transportable goods and non-transportable goods and services within a complete classification. The categories are exhaustive, as well as mutually exclusive.
2. Commodities, that is goods and services, are the outputs of industries. Goods are grown, mined or manufactured; and services are the intangible outputs of industries.
3. In the development of the ANZSCC emphasis was placed on alignment with international standards. The Central Product Classification (CPC) (UN Statistical Papers, Series M, No. 77) provides the basis of the classification and links are provided to other international standard classifications. This is to aid the comparability of commodity statistics nationally and internationally. At a minimum, the ANZSCC aligns with CPC categories at the Group (three digit) level.
4. The ANZSCC, therefore, provides a mechanism for coding goods and services (commodities) within an internationally accepted framework.

### **2 Structure of the ANZSCC**

1. The ANZSCC follows the structure of the CPC to its Group (three digit) level. There are three exceptions<sup>1</sup> to that rule. All exceptions are either aggregations or disaggregations of CPC Groups, and result from important user requirements or local data supply constraints.
2. The first three levels of the ANZSCC are called Section (first digit of the code), Division (first two digits) and Group (first three digits) respectively. The next three levels (first five digits, first seven digits, all nine digits) are simply referred to as ANZSCC items.

3. There are ten Sections within the ANZSCC hierarchy. Sections 0 through 4 refer to the 'transportable goods', Sections 5 through 9 deal with the 'non-transportable goods and services'. They are:

- 0 AGRICULTURE, FORESTRY AND FISHERY PRODUCTS
- 1 ORES AND MINERALS; ELECTRICITY, GAS AND WATER
- 2 FOOD PRODUCTS, BEVERAGES AND TOBACCO; TEXTILES, APPAREL AND LEATHER PRODUCTS
- 3 OTHER TRANSPORTABLE GOODS, EXCEPT METAL PRODUCTS, MACHINERY AND EQUIPMENT
- 4 METAL PRODUCTS, MACHINERY AND EQUIPMENT
- 5 CONSTRUCTION WORK AND CONSTRUCTIONS
- 6 TRADE SERVICES; HOTEL AND RESTAURANT SERVICES
- 7 TRANSPORT, STORAGE AND COMMUNICATIONS SERVICES
- 8 BUSINESS SERVICES; AGRICULTURAL, MINING AND MANUFACTURING SERVICES
- 9 COMMUNITY, SOCIAL AND PERSONAL SERVICES

There are 69 Divisions and 289 Groups within the ANZSCC hierarchy.

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Footnote 1

ANZSCC 328 'Newspapers, journals and periodicals' was created of CPCs 323 'Newspapers, journals and periodicals, appearing at least four times a week' and 324 'Newspapers, journals and periodicals, appearing less than four times a week';

ANZSCC 297 'Footwear, with outer soles and uppers of rubber or plastics, or with uppers of leather or textile materials (including protective, sport and miscellaneous special footwear) (excluding skating boots, asbestos and orthopaedic footwear)'; 'Parts of footwear' was created, consisting of CPCs 293 'Footwear with outer soles and uppers of rubber or plastics, or with uppers of leather or textile materials, other than sports footwear, footwear incorporating a protective metal toe-cap or miscellaneous special footwear', 294 'Sports footwear, except skating boots' 295 'Other footwear, except asbestos footwear, orthopaedic footwear and skating boots' and 296 'Parts for footwear; removable in-soles, heel cushions and similar articles; gaiters, leggings and similar articles, and parts thereof'; CPC 531 'Agricultural land, forest and other wooded land' was split to create ANZSCC's 534 'Agricultural land' and 535 'Forest and other wooded land'.

### 3. Objective of the Tutorial

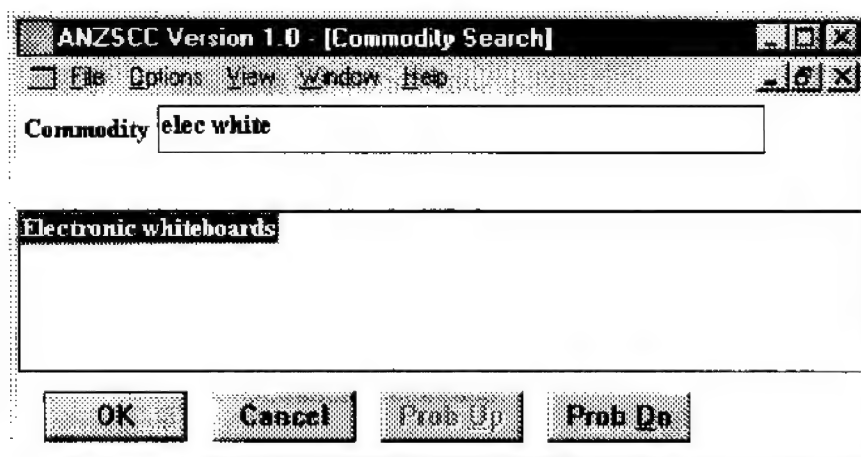
1. The objective of this section of the ANZSCC Coder Manual is to provide users with the necessary background to accurately undertake COMMODITY CODING.
2. This tutorial is not intended to replace a formal training session, but rather to provide individuals who have little or no prior experience in COMMODITY CODING with the basic skills.

### 4. Commodity Coding and the ANZSCC Coder

1. The objective of COMMODITY CODING is to assign appropriate commodity codes to goods and services. The function of the ANZSCC Coder is to provide a computer assisted means whereby this can be done on the basis of commodity descriptions.

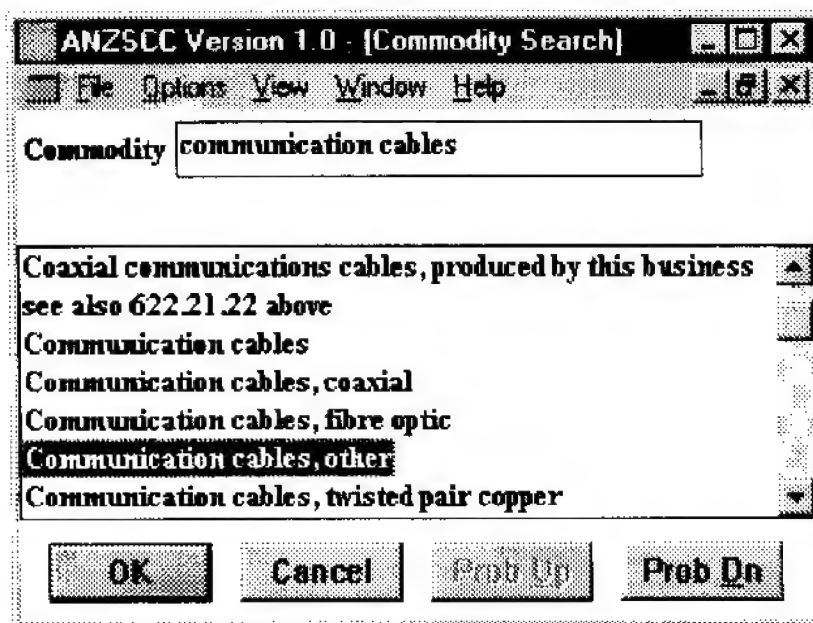
#### 4.1 Commodity searching

1. In most instances, this will simply involve entering a search string (a word, or part of a word), in the **Commodity** box of the **Commodity Search** window.
2. As an example, if you wish to find an entry for "electronic whiteboards", the search string "elec white" will produce the following result:



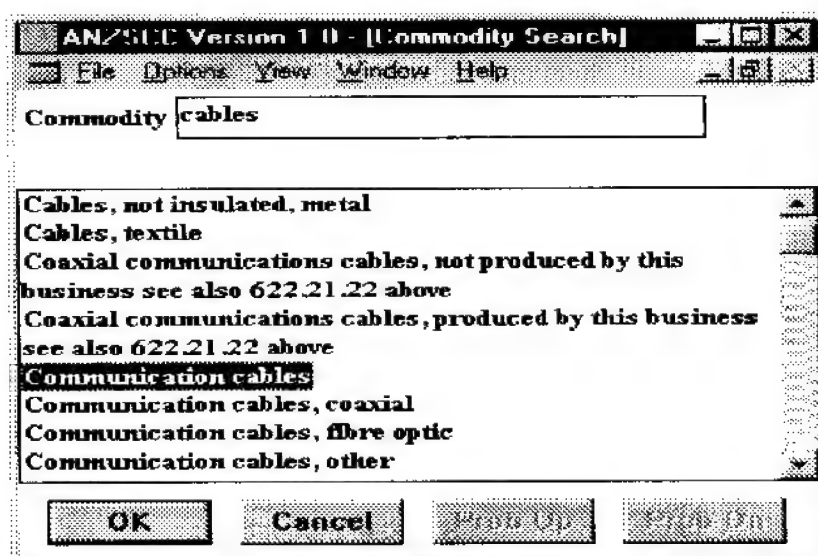
3. In the above example there is only one description to choose from. Therefore, you can safely proceed through the following screens to obtain the correct ANZSCC code and description.

4. In most cases, however, multiple entries will be returned. For example, if you enter "communication cables" at the **Commodity** prompt, multiple entries with "communication cables" as part of their description appear on the screen, as can be seen in the following example:



5. This screen presents but a few of the entries returned by the Coder. The remainder may be viewed by scrolling up or down. The entries represent all ANZSCC items with the words "communication cables" in their description, from which a choice can be made to select the most appropriate option.

6. The list of entries in this screen would be substantially longer or shorter if less or more words were entered. Using "cables" as an example, the following entries would appear:

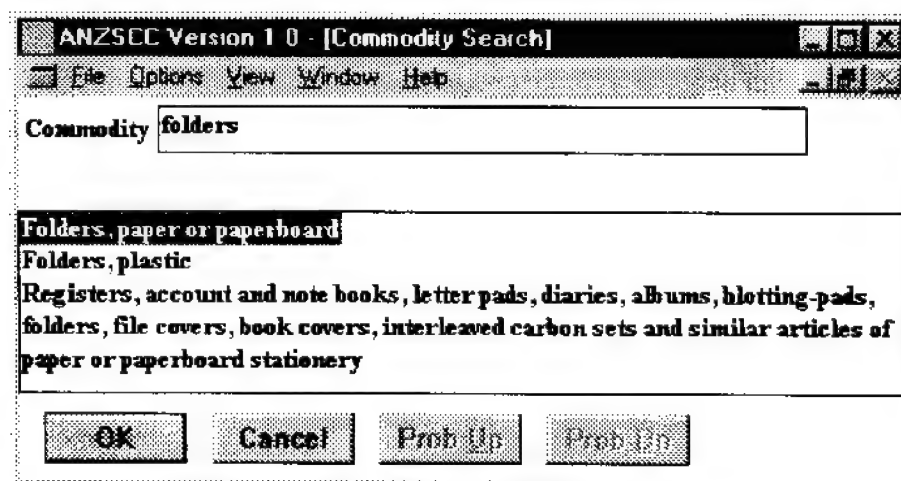



7. In general, the more detail entered at the **Commodity** prompt, the fewer the entries returned, and the greater the likelihood of finding a suitable

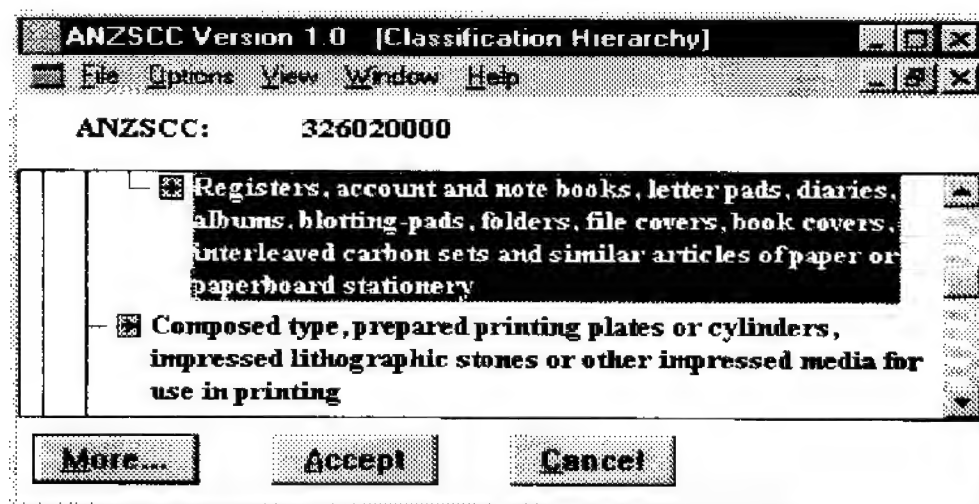
ANZSCC item at the first attempt. Conversely, the lesser the detail (shorter search strings) entered at the **Commodity** prompt, the greater the likelihood of multiple entries being returned. Experience will enable users to strike a balance enabling accurate, but timely, ANZSCC coding.

#### 4.2 Selecting appropriate codes from multiple 'hits'

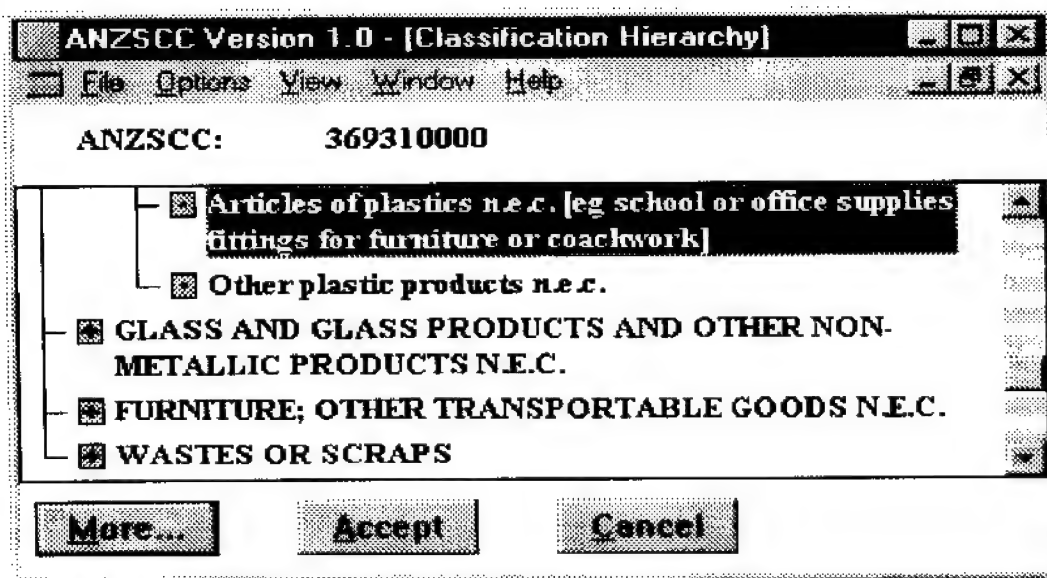
1. There will be many instances where multiple "hits" will be returned from the commodity prompt.
2. As an example, suppose there is a need to find the ANZSCC code for "folders". Enter "folders" at the **Commodity** prompt and the following entries will appear:



3. Further searching, by selecting the first or third options and pressing  or <Enter>, will result in the following screen:



4. Similarly selecting the second option takes you to the following screen:



5. Comparing the ANZSCC codes reveals "folders" are classified to two different parts of the ANZSCC, depending upon whether or not they are made of plastic. Following the steps detailed in **4.3 Understanding the hierarchy** will reveal that the folders would be coded as follows:

**Plastic folders** would be coded to **ANZSCC item 369.31**

and

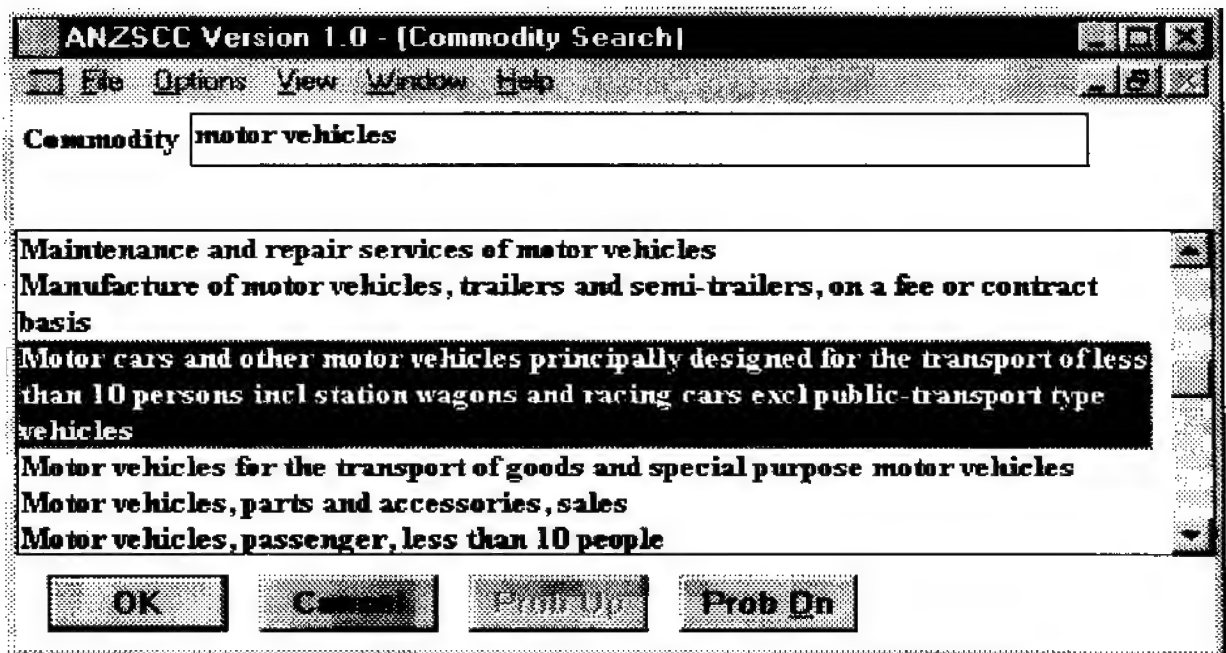
**Paper and paperboard folders** would be coded to **ANZSCC item 326.02.90**

6. This simple example demonstrates the need to examine all options.


### 4.3 Understanding the hierarchy

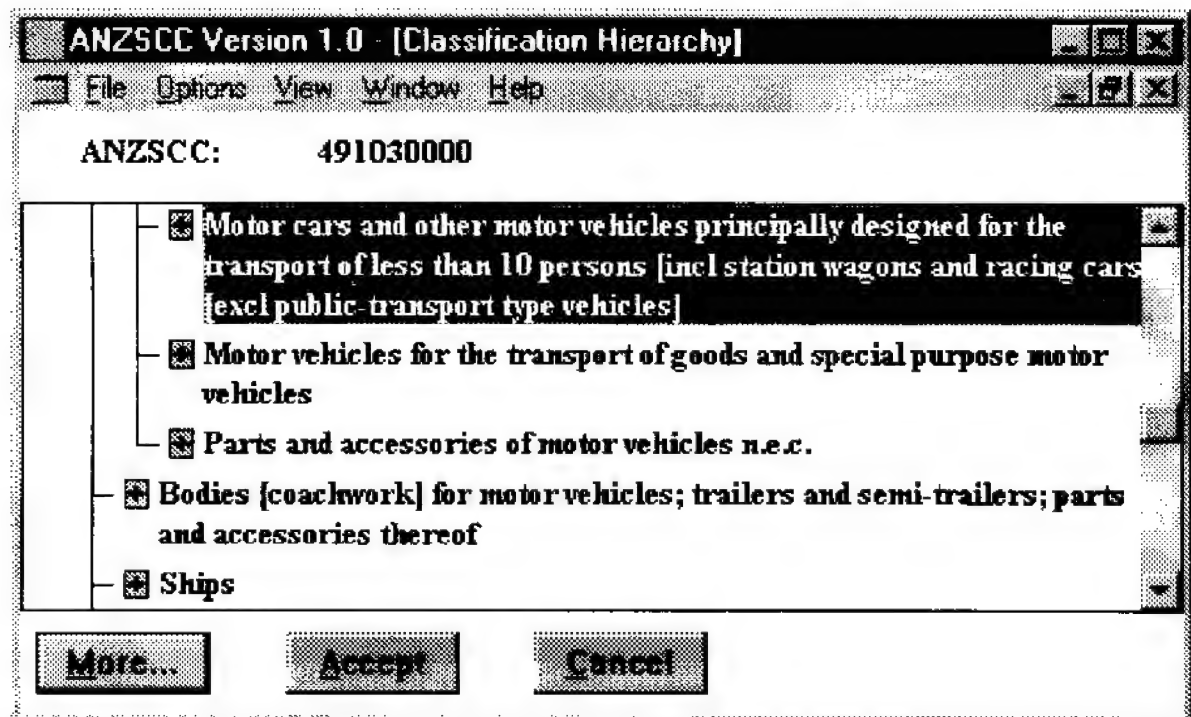
1. To better understand the hierarchical structure of the ANZSCC let us have a look at where, as an example, "motor vehicles" fit within that hierarchy.



2. Entering "motor vehicles" at the **Commodity** prompt will activate a screen containing all entries in the coder with the term "motor vehicles" in their description. Scrolling through the entries will bring the following entries into view:

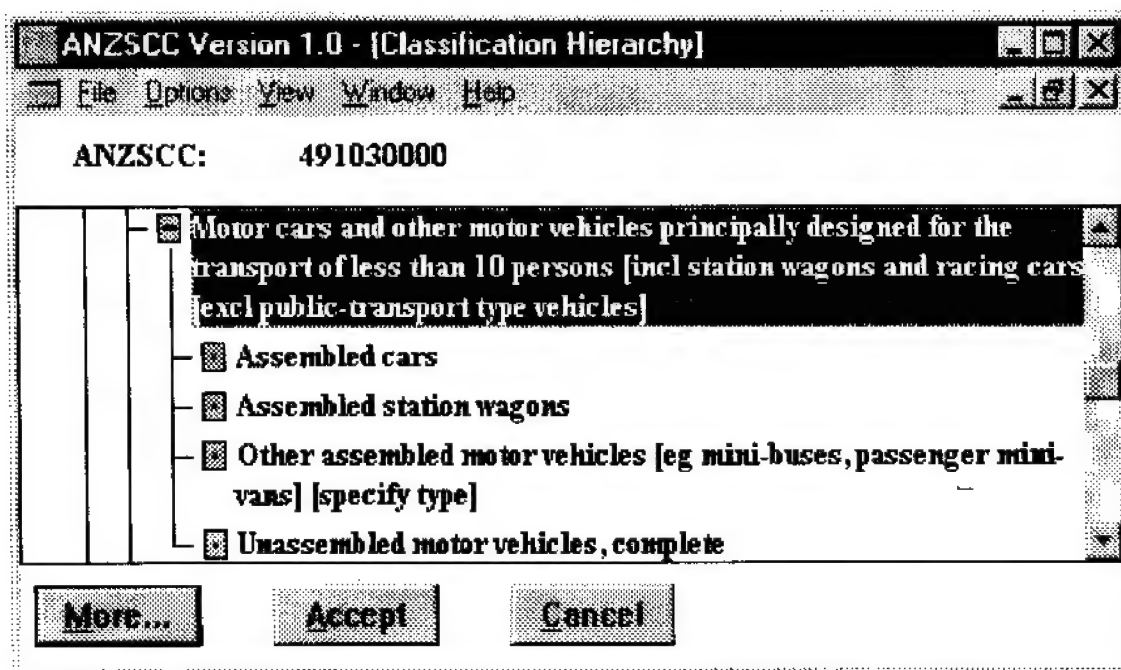


3. In this example, the highlighted description of "Motor cars and other vehicles principally designed for the transport of less than 10 persons [including station wagons and racing cars] [excluding public-transport type vehicles]" has been selected as most appropriate from the **Commodity** search. Selecting


 or pressing <Enter> will now activate the following screen:



4. Double-clicking on the  sign will reveal the next level of the hierarchy, and so on until the final level of hierarchy is reached. In this example, double-clicking on the  sign will produce the following screen:

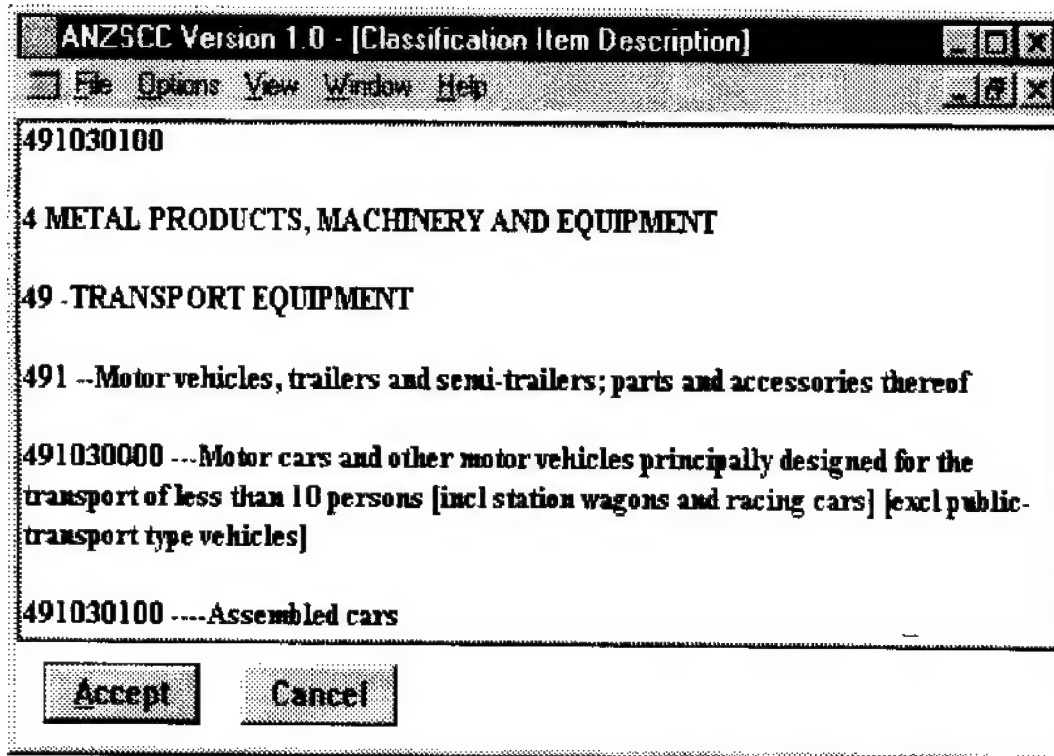


5. A selection can now be made from the options at the most detailed level of the hierarchy.

6. At this stage, if we were convinced that the item highlighted was correct, we could double click on the  button and return to the **Commodity Search** screen.



7. If we wish to view the full hierarchy to ensure the classification is correct, selecting the item "Assembled cars" and pressing **More** button or selecting <Enter> will activate the last screen:



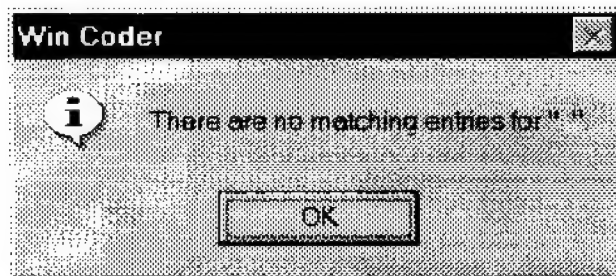
This screen displays the full classification hierarchy for the item selected, where:

<b>SECTION</b>	<b>4</b>	<b>=</b>	<b>METAL PRODUCTS, MACHINERY AND EQUIPMENT</b>
<b>DIVISION</b>	<b>49</b>	<b>=</b>	<b>TRANSPORT EQUIPMENT</b>
<b>Group</b>	<b>491</b>	<b>=</b>	<b>Motor vehicles, trailers and semi-trailers; parts and accessories thereof</b>
<b>Item</b>	<b>491.03</b>	<b>=</b>	<b>Motor cars and other motor vehicles principally designed for the transport of less than 10 persons</b>
<b>Item</b>	<b>491.03.01</b>	<b>=</b>	<b>Assembled cars</b>

This screen is provided to allow the user to see, at a glance, the full context of the detailed item selected.

#### 4.4 No Matches Found

By now, from working through the above examples, it will be evident that when a string of alphabetic characters is entered at the **Commodity** prompt, a commodity description (or descriptions) will be displayed. However, there will be instances where no match can be found, and the following screen will appear:



If no match is found:

- check that the spelling of the entry is correct
- try alternative spellings
- try using either fewer characters (e.g. change plural to singular)
- try using a synonym or a generic term
- try a commodity that you think is similar.

## **5. Exercises**

Use the **ANZSCC Coder** to complete the following exercises. Answers to the exercises can be found on the next page.

### **Exercise 1**

Find the ANZSCC code for the following commodities:

1. Salt (crude)
2. Meat pies
3. Electronic whiteboard
4. Database services
5. Computer hardware maintenance
6. Computer software maintenance
7. Family law services
8. Taxation services

### **Exercise 2**

Find all the ANZSCC codes for "sugar" and "sugar cane".

### **Exercise 3**

Which ANZSCC Section (one-digit), Division (two-digit level) and Group (three-digit) would "Architect services" be assigned to?

**6. Answers to Exercises on the previous page.**

**Exercise 1**

1. 16213
  2. 21134
  3. 45104
  4. 84400
  5. 84510
  6. 84202
  7. 86114
  8. 86300
- 

**Exercise 2**

Sugar:

Cane sugar, raw	23511
Icing sugar	23512
Refined sugar in solid form	23513
Molasses (incl treacle)	23514
Sugar n.e.c.	23590

Sugar cane:

Sugar cane cut for crushing	01801
Sugar cane, cut for plants	01506

---

**Exercise 3**

ANZSCC Section 8	'Business services; agricultural mining and manufacturing services'
ANZSCC Division 86	'Legal, accounting, auditing and book-keeping services; taxation services; market research and public opinion polling services; management and consulting services; architectural, engineering and other technical services'
ANZSCC Group 867	'Architectural, engineering and other technical services'

## Appendix 2 - Menu Commands

This part of the Manual is for users who wish to understand the options provided by the ANZSCC Coder and for those unfamiliar with other WINDOWS based applications.

### 1. Introduction

1. When the ANZSCC Coder is installed, a standard set of screen displays, suiting most user requirements, is incorporated. However, some screen displays may be modified to accommodate individual preferences.

### 2. Overview of Menu Options

1. The function buttons at the bottom of the **Commodity Search** screen have already been detailed in **Chapter 4 USING THE ANZSCC Coder** (page 12).

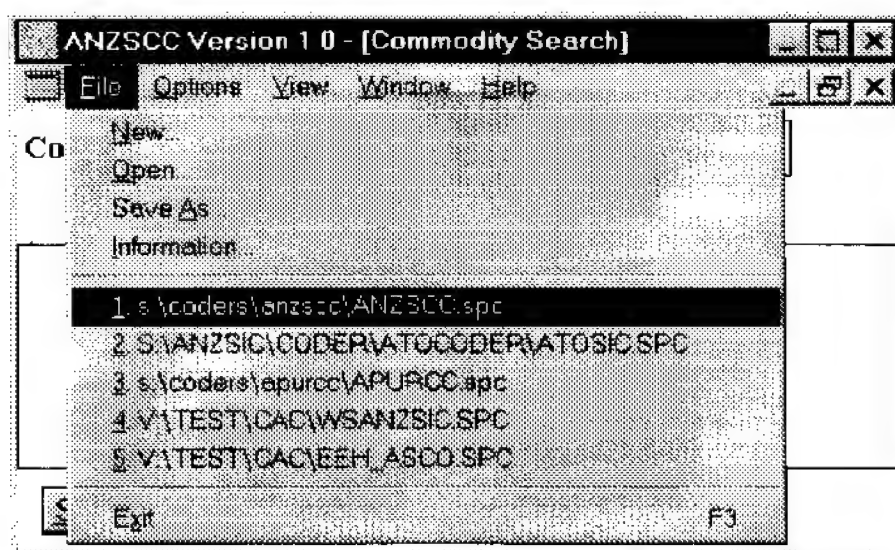
2. This part of the Manual deals with the 'pull-down' menu options at the top of the screen (i.e. **F**ile, **O**ptions, **V**iew, **W**indow and **H**elp) and the subsequent range of options within.

### 3. Menu Options

#### 3.1 The File Menu

1. The **F**ile option allows the user to select the file required to access the ANZSCC Coder.

2. Selecting **F**ile will result in the **F**ile 'pull-down' menu being displayed and the following screen being presented:



3. As the screen image shows, there are four (4) options available, other than **Exit** and the file currently in use (s:\coders\anzscc\ANZSCC.spc in this example).


### 3.1.1 File \ New

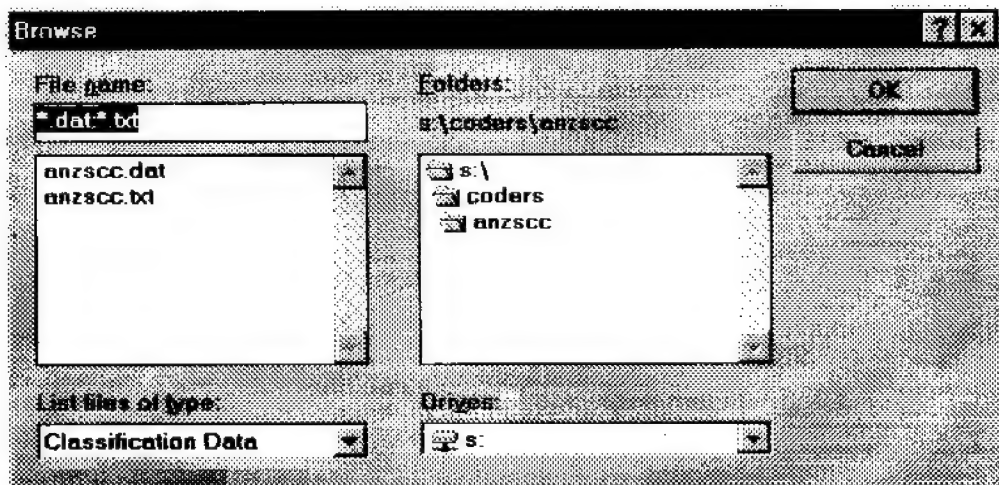
4. **New** is used to select the relevant coding index and classification data. It can also be used to modify the appearance of the hierarchy screen and the number of screens that are able to be activated. Selecting **File\New** results in the **Coding Specifier** screen being presented:

5. Selecting **Browse** (Coding Index) results in the Browse screen being presented:

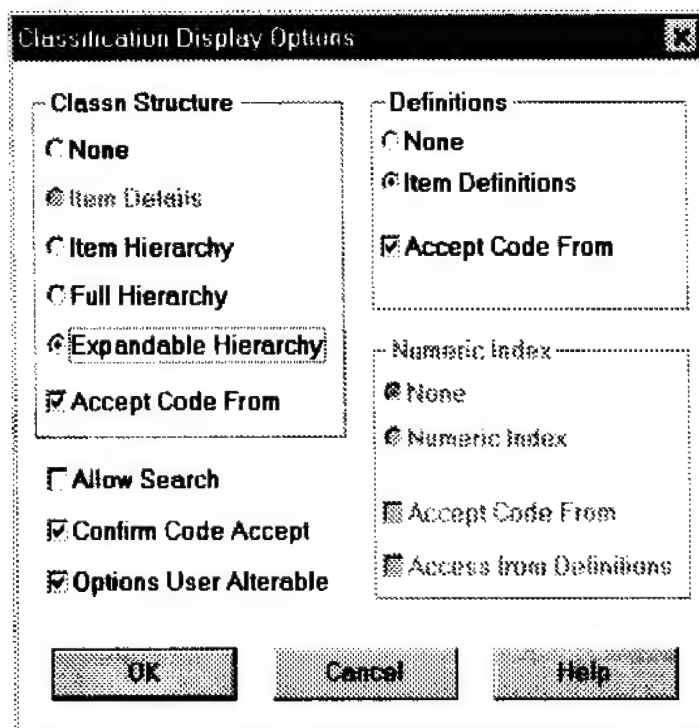
**N.B.** Contents of the boxes under File Name: and Folders: can vary.

6. This screen allows the user to search for Coding Index files (those with **.fmt** or **.mdf** extensions) relevant to their needs. The ANZSCC Coder only uses **.mdf** files.

7. Selecting  (Classification Data) allows the user to search for Classification Data files (those with **.dat** or **.txt** extensions) relevant to their needs:






8. Selecting  from the Coding Specifier screen results in the following Classification Display Options screen being presented:



9. This screen allows the user to set display parameters when 'returning' coding information (but only if the **Options User Alterable** check box is ticked). The **Options User Alterable** check box indicates whether or not this information can be modified by the user during a session.

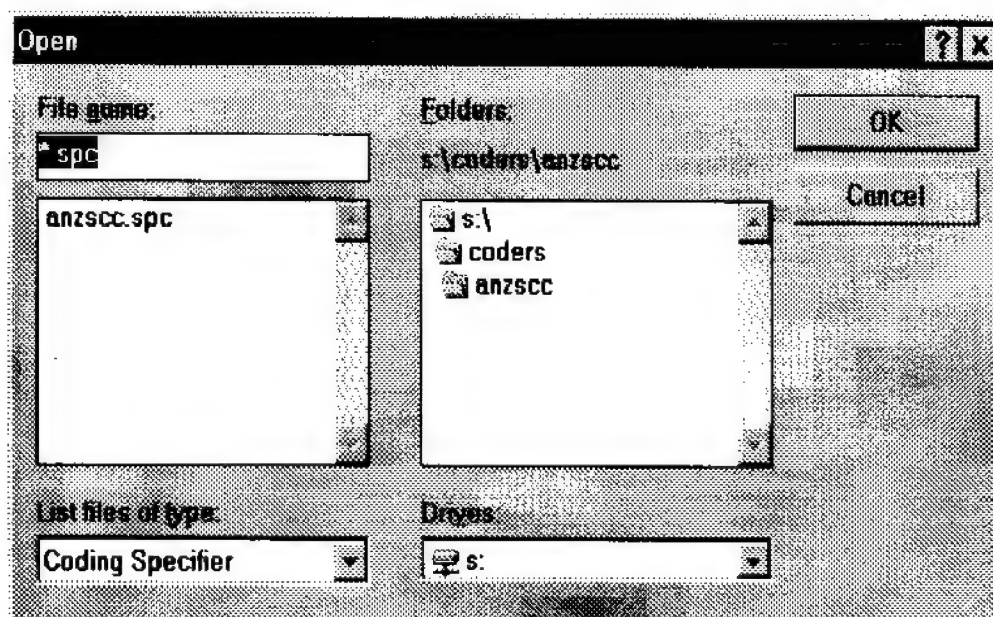
10. The first section, headed **Classn Structure**, has several options. The meaning of each is set out below.

- |                             |                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>None</b>                 | Once a Commodity has been selected its code is automatically returned to the program that called the ANZSCC Coder. This only applies to systems in which the ANZSCC Coder is a sub-system.                                                                                                                                                                                                   |
| <b>Item Hierarchy</b>       | Displays classification information particular to the item selected, if available.                                                                                                                                                                                                                                                                                                           |
| <b>Full Hierarchy</b>       | Displays the classification information in the context of the entire classification hierarchy. This allows selection of a different code if required;                                                                                                                                                                                                                                        |
| <b>Expandable Hierarchy</b> | Displays the classification information in an expandable hierarchy. Double clicking an item with  sign reveals the next level of hierarchy below.<br>Double clicking on  compresses the hierarchy to the next level above. |

11. The second section headed **Definitions** has two options. If either **Item Hierarchy**, **Full Hierarchy** or **Expandable Hierarchy** were selected in the first section and data are available, then selecting **Item Definitions** will display the text description as an optional window, accessed by selecting . If **Item Definitions** are not required, then **None** may be selected.

### 3.1.2 File \ Open

12. Selecting **File \ Open** results in the **Open** screen being presented:



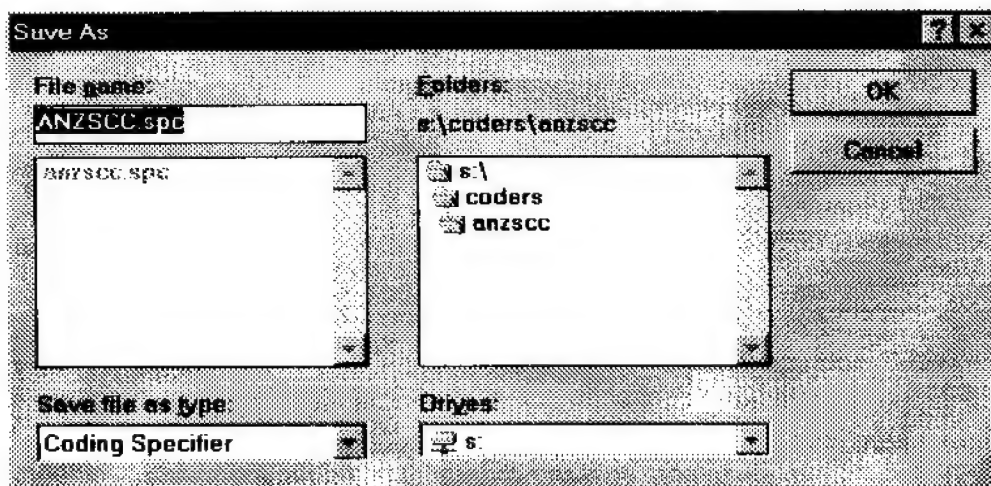
**N.B.** Contents of the boxes under File Name: and Folders: can vary.



13. This option would only be used if multiple indexes or customised coding screens were available.

### 3.1.3 File \ Save As

14. Selecting **File \ Save As** results in the **Save As** screen being presented:

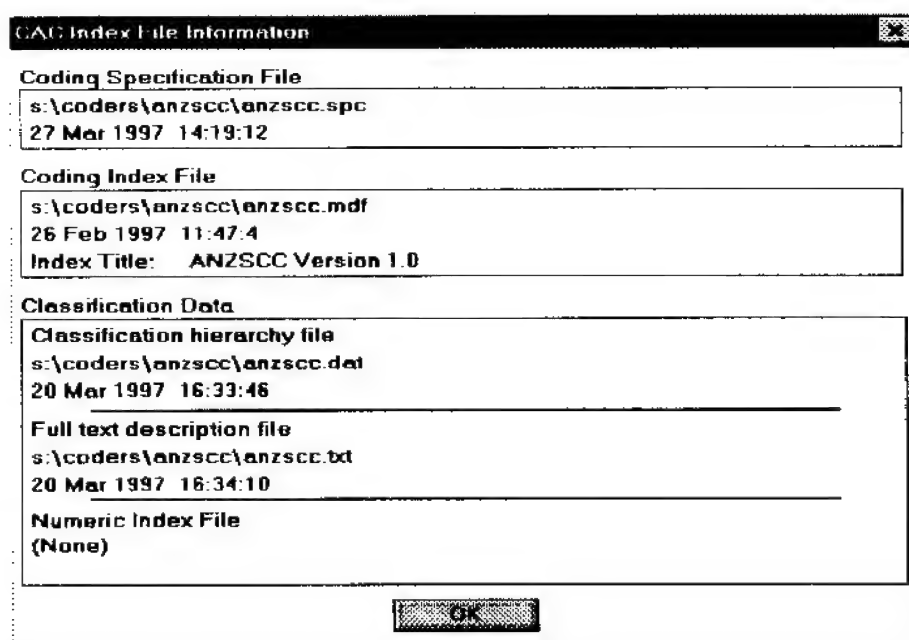


**N.B.** Contents of the boxes under **File Name:** and **Folders:** can vary.

15. This screen allows the user to save display parameters, set under the **File\New\Display** option. Saving the changes to a file other than 'anzscc.spc' (e.g. anzscc1.spc) allows a number of customised coding screens to be invoked when the ANZSCC Coder is initialised.

### 3.1.4 File \ Information

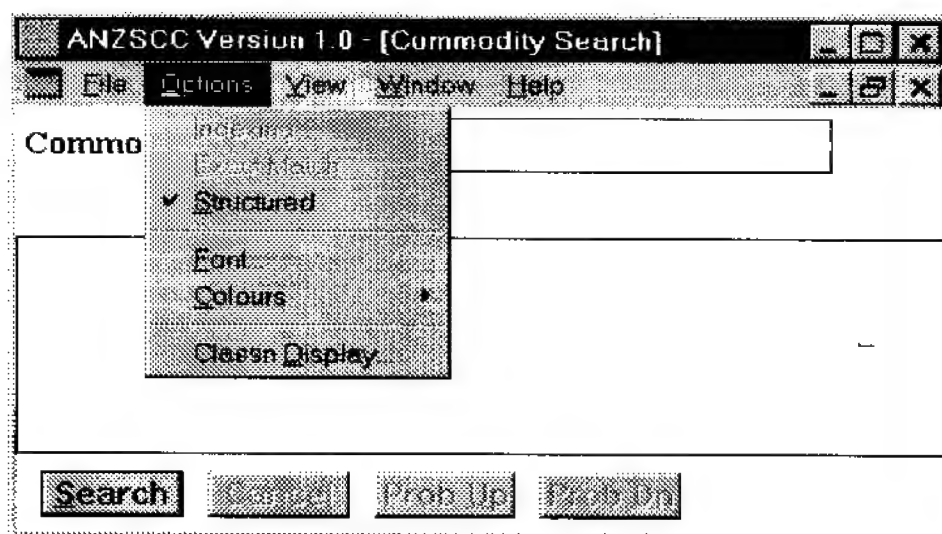
16. Selecting **File \ Information** results in the **CAC Index File Information** screen being presented:



17. The **File \ Information** command is used to list the dates, file names and types of files used by the ANZSCC Coder.

### 3.2 The Options Menu

18. Selecting **Options** results in the following menu being displayed:



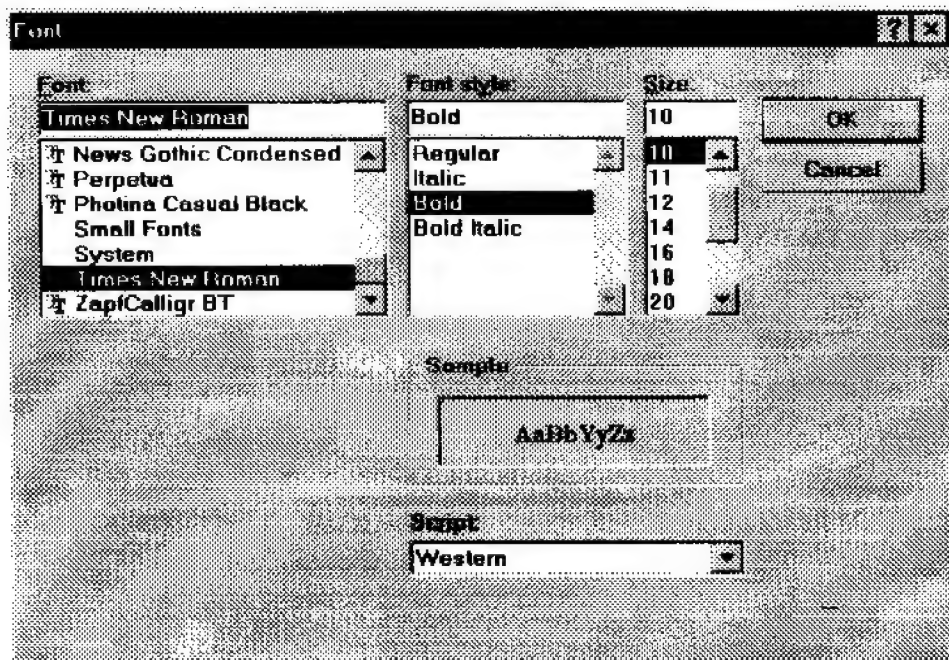
19. There are three options under **Options**. 'Indexing' and 'Exact Match' are not accessible at this stage. The **Classn Display** option may or may not be shown at this stage. This depends on whether changes have been made to the display parameters set under **File\New\Display** option. Creation of this option is covered under **Options \ Classn Display** (page 37).


#### 3.2.1 Options \ Structured

20. **Structured** is the first available option. When flagged, it indicates whether the classification in use is structured or not. As the ANZSCC classification is structured, this flag cannot be changed.

### 3.2.2 Options \ Font

21. **Font** is the second available option. It is used to change the font of the characters displayed throughout the ANZSCC Coder. Selecting **Font** results in the Font screen being presented:






22. As with any other WINDOWS package, select the font, font style, size and .

### 3.2.3 Options \ Classn Display

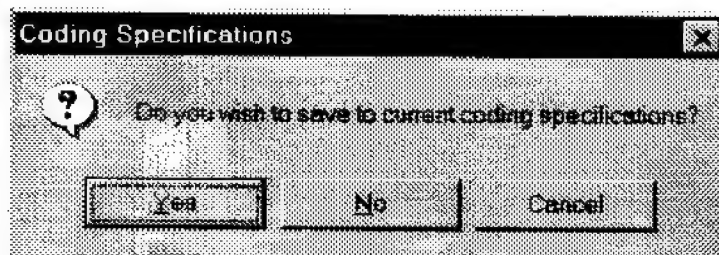
23. If the ANZSCC Coder was installed as detailed in **Chapter 2 INSTALLING THE ANZSCC Coder** and the **Option User Alterable** box has not been ticked using the **File\New\Display** option, then the **Classn Display** option will not appear as one of the options under **Options** and must therefore be created.

24 This can be done by first selecting **File\New** which results in the **Coding Specifier** pop-up screen being presented.

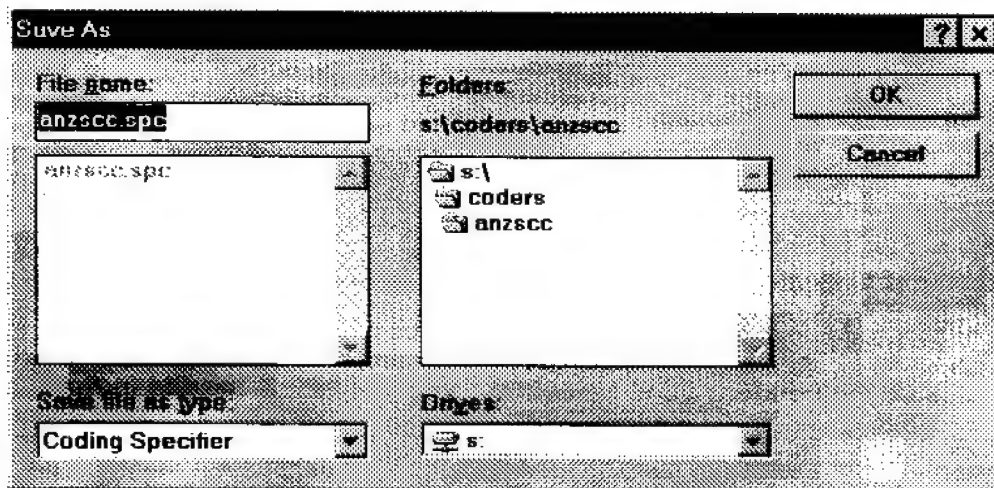
- Selection of  results in the **Classification Display Options** pop-up screen being presented.
- Select **Options User Alterable**, then select  to clear the pop-up.
- Finally select  on the **Coding Specifier** screen to clear the pop-up.

25. The standard ANZSCC Coder opening screen will now be displayed and **Classn Display** will now appear as one of the options under **Options**.

26. If these procedures have been followed correctly the following pop-up will appear when the ANZSCC Coder is closed:




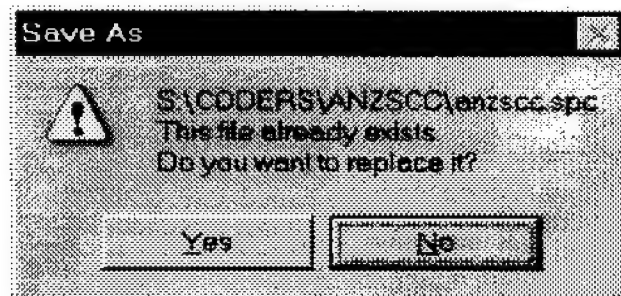
27. If it is intended that these changes be incorporated into the ANZSCC Coder for future use then select **Yes**, which will result in the Save As screen being presented:




**N.B.** Contents of the boxes under **File Name:** and **Folders:** can vary.

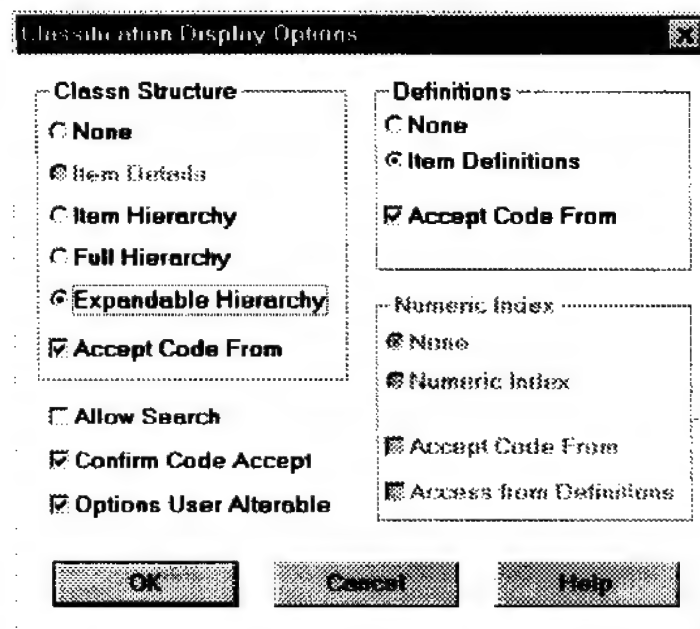
28. The **anzccc.spc** file must be saved into the directory specified when the coder was initialised, where it will replace the existing version. To do this select appropriate directory. The pop-up will then change with the folder alongside

the selected directory being displayed as **open**; in addition the filename **anzscc.spc** will also appear in pale grey in the larger box under **File Name**. Select  and the following pop-up will appear:



29. Select  and the settings and changes will be saved and the ANZSCC Coder will close.

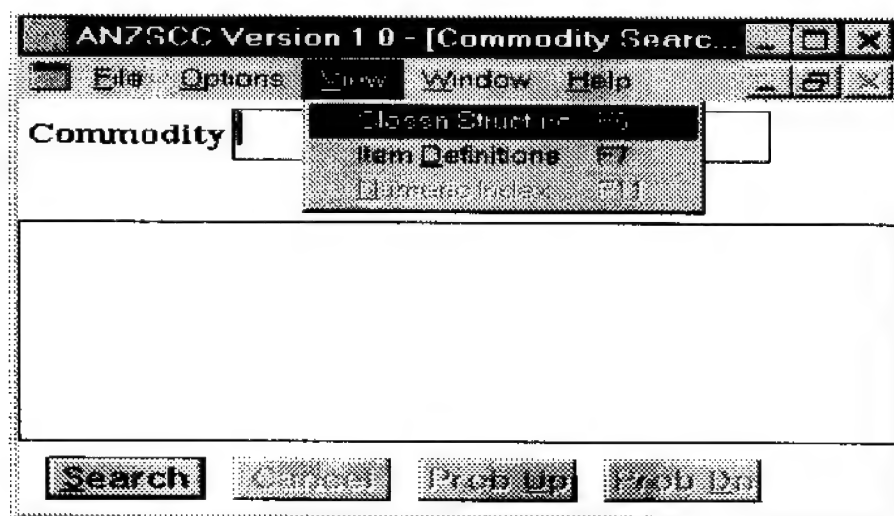
30. **Classn Display** is the third option. Selection of this option results in the Classification Display Options screen being presented:



31. The function of this screen and its options have already been covered under the heading **3.1.1 File \ New** (page 32).

### 3.3 The View Menu

32. Selecting **V**iew will result in the following 'pull-down' menu being displayed:

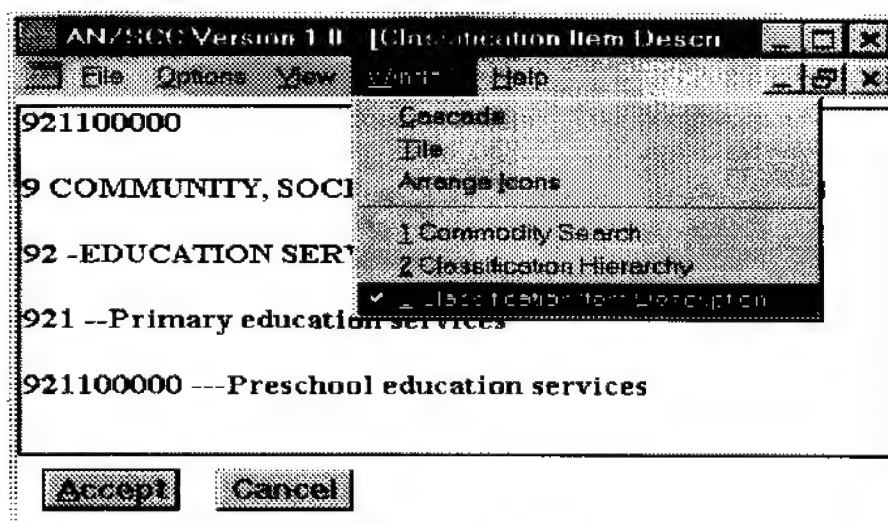


33. Selecting the first option **C**lassification **S**tructure will display the **C**lassification **H**ierarchy screen for any description currently selected. If no description is currently selected, the Section (1 digit) level of the classification will be displayed.

34. Selecting the second option '**I**tem **D**efinitions' will display the **C**lassification **I**tem **D**escription screen for any description currently selected.

### 3.4 The Window Menu

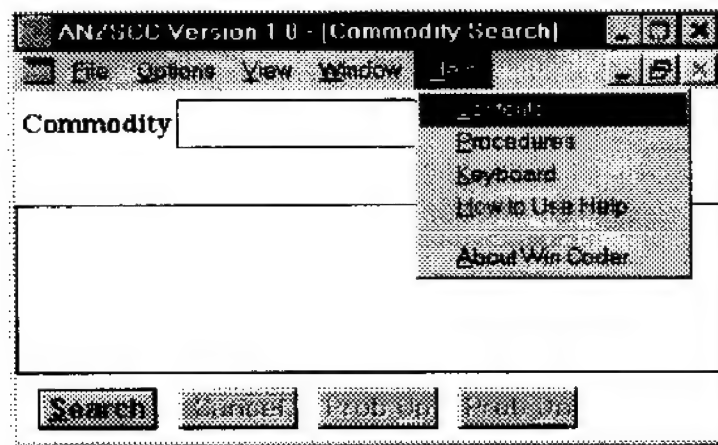
35. Selecting **W**indow will result in the following 'pull-down' menu being displayed:



36. **W**indow produces different options at different screens. It provides the standard WINDOWS **C**ascade, **T**ile and **A**rrange **I**cons options and shows which coder screens are activated. It can be used to switch between coder screens.

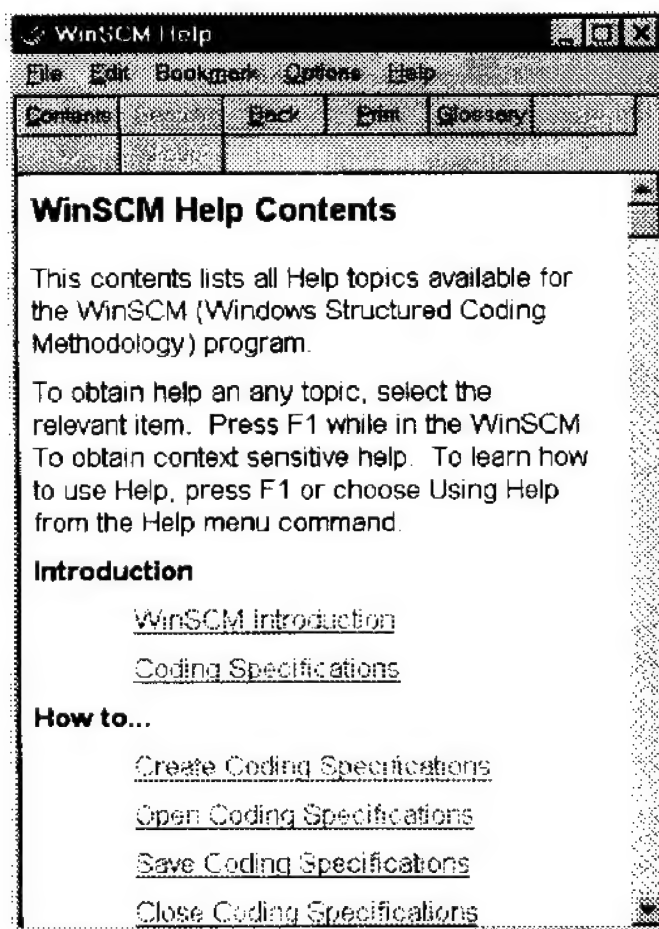
### 3.5 The Help Menu

37. Selecting **H**elp will result in the following 'pull-down' menu being displayed:



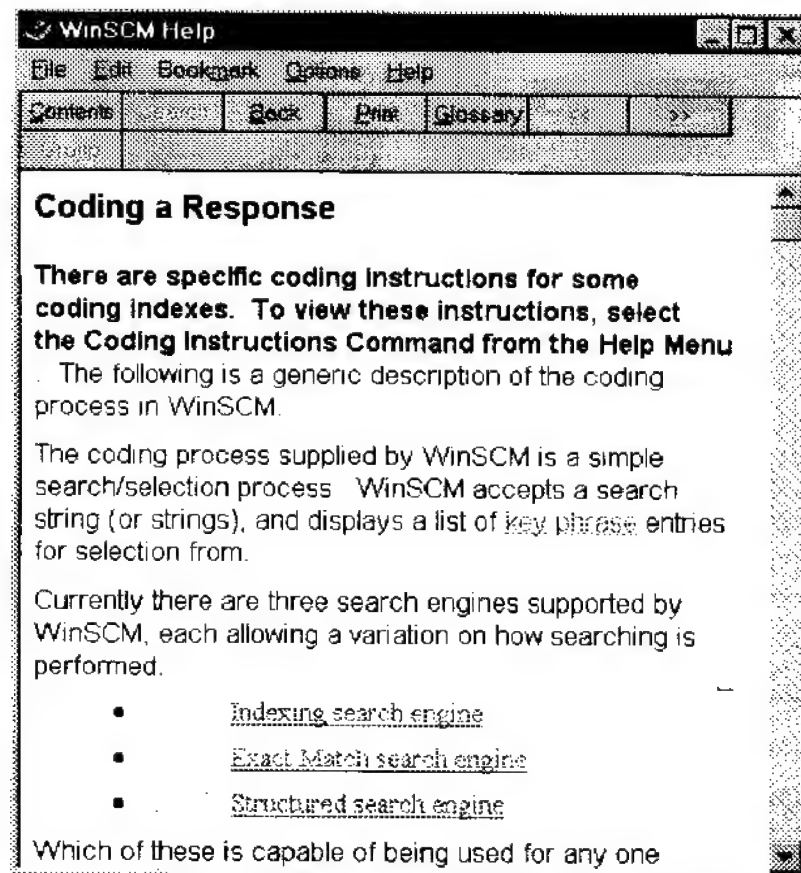
38. The **H**elp menu options provide information on all aspects of the development and operation of the ANZSCC Coder as well as the normal WINDOWS help information.

39. The following example of Help topics is presented when the 'Contents' option is selected from the **H**elp Menu:



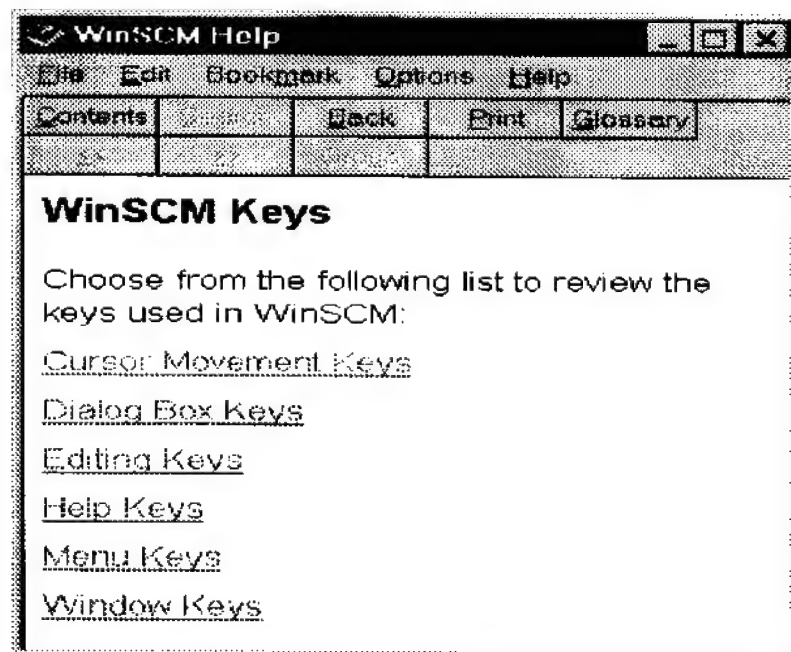


40. Selection of **Procedures**, the second option of the **Help** Menu, will activate the following screen:



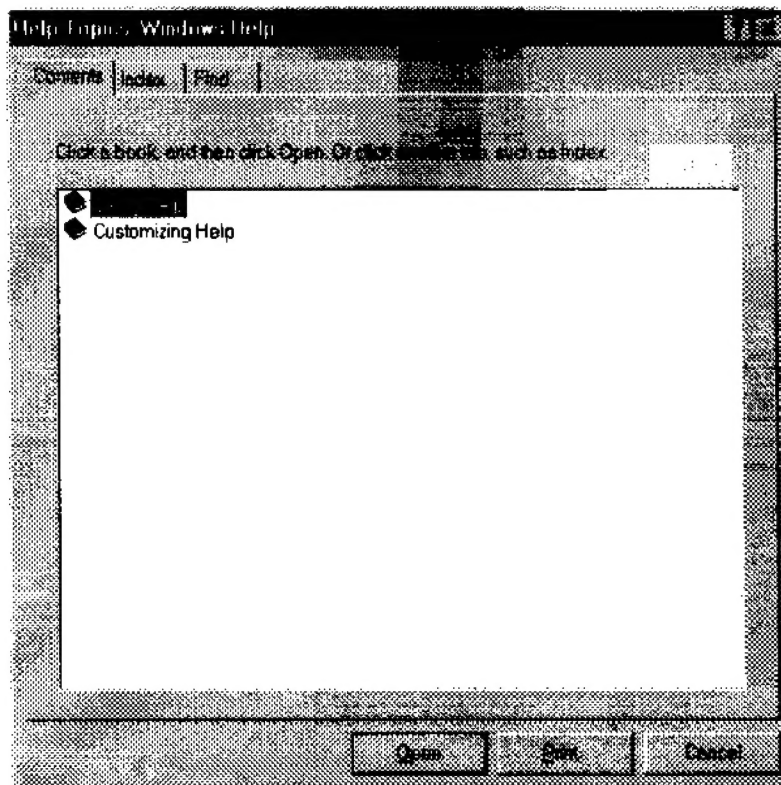
41. This screen provides a generic description of the coding process in "WinSCM" (the program which is the basis of the ANZSCC Coder).

42. **Keyboard**, the third option of the **Help** Menu, provides a list of topics related to the use of the keyboard. Clicking on any topic of interest reveals more information concerning the topic selected.

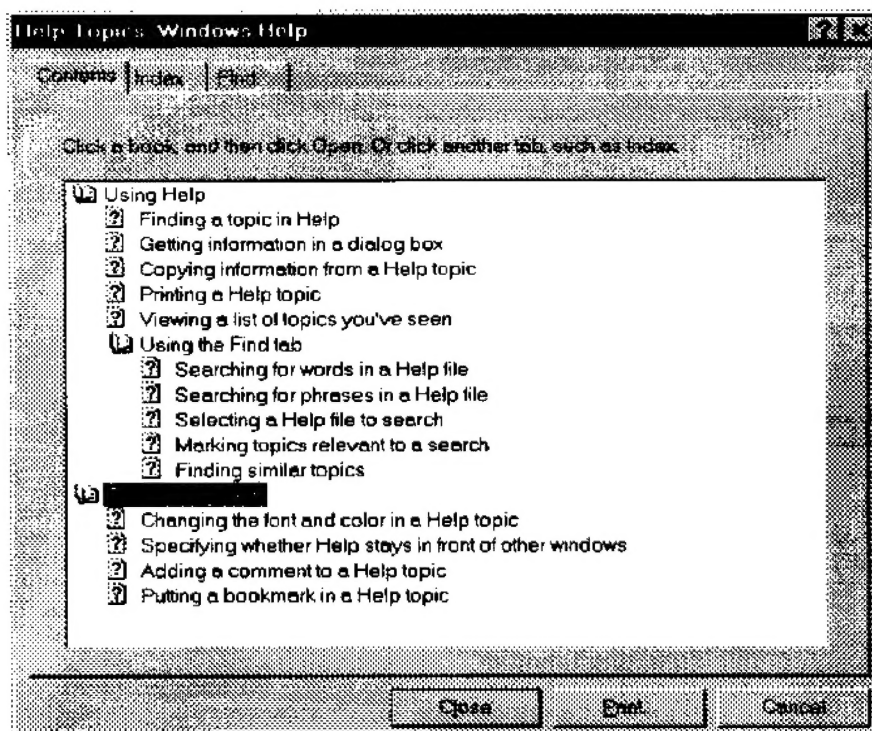




43. Similarly **H**ow to Use Help from the **H**elp Menu activates the following **C**ontents screen:

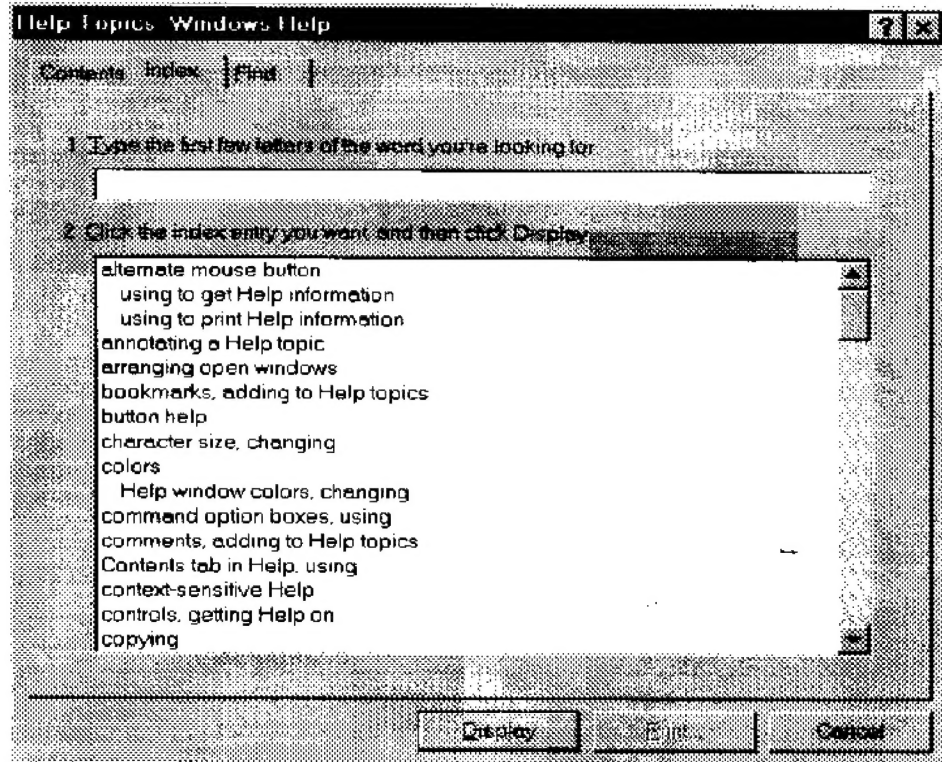


44 Double clicking on the 'book' icon displays **H**elp topics organised by category:

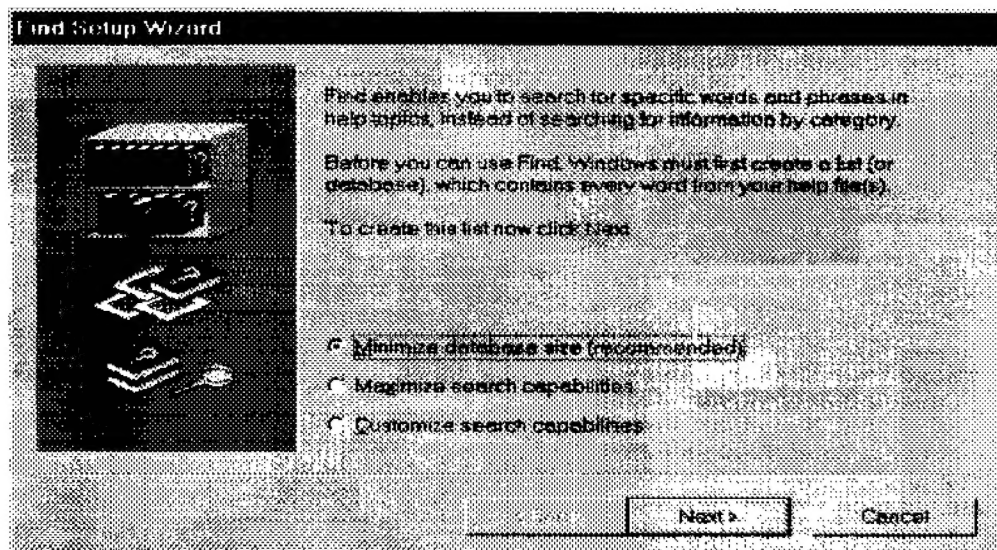


45. Clicking on the topic of interest reveals more information on that topic. Double clicking the '**book**' icon will close the 'book'.

46. The **Index** window allows searching for the topic of interest within **Help** topics available, examples of which are shown in the screen image below:



47. The **Find** window allows searching for specific words and phrases in **Help** topics. Simply follow the instructions detailed in the following screen:



48. The **About Wincoder** option simply identifies the Version of the Computer Assisted Coding System in use.





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